



04/12/2022 Meeting Minutes

Chair Trustee: Don Barto Sr. opened the meeting at 6:01pm

Pledge of Allegiance

Roll Call/Present:

Trustees: Don Barto Sr., Mark Schuster, Kellie Schlachter

Fiscal Officer: Michele Nowakowski

Department Heads: Police Chief: Chief Kaiser, IT/Zoning: Leo Britton, Fire Captain: Jacob Cook

Motion: Don Barto Sr. moved to motion to approve Board meeting minutes from 03/22/2022. Kellie Schlachter seconded.

Roll Call: Don Barto, Sr.: yes, Mark Schuster: yes, Kellie Schlachter: yes

Reports Given. (see also individual reports)

Trustees:

Don

Don touched base on Redfox pavement estimate and grants for road repairs. Don stated many roads are needing repair in our township. A "hot box" is needed for some to be repaired.

Don met with Fiscal Officer and Huntington Rep regarding fees for credit card processing. He explained that 3.50% surcharge consumers are to pay, which merchant would end up receiving, would help offset the 3.38% costs merchant is to pay in addition to a fixed monthly rate of approx. \$30 to process credit cards for Tow Lot, Zoning & Park. Michele stated that credit card transaction reports will be given monthly by Huntington. Michele also stated that we are currently able to take credit card payments, however not on our website. It is still being developed. Neon Goldfish is waiting on us to submit our revised Shelter Park forms. These are waiting on Board's approval before submitting to them. Fiscal Officer also states that a credit card processing policy is also in progress of being created.

Don stated he received the Police jurisdiction policies from Chief Kaiser that will be addressed in "unfinished business".

He also is intending to address the electrical service estimate and compressor costs for our Roads Dept. under "New Business".

Kellie

Kellie read a statement and gave her report.

> STATEMENT

> I know some in this room are trying to dig up information on me. Use

> it against me to try and force me to quit. Well, I am not a quitter. I

> was elected until 12/31/2023 and I take my role very serious. Wrong

> was done to our township – wrong was done with taxpayer funds. I do

> not care if it was yesterday or five years ago. Wrong is wrong. I

> discovered it and will not simply brush it under the rug.

>

> It's very sad any one is spending time and energy on personally

> attacking me – Why? Because I am holding employees accountable and

> they don't agree with me. I am doing my job. Exactly like I would at

> any normal business. During the first month I sat down with all the

> department heads - I let them know I am not here to be your friend – I

> expect them to do the job, do it well, and we will not have any issue.

> If I have to bring things up at a meeting it means I am not getting

> what I ask for. I am simply not being taken seriously. And my nae

> being slander and lies being told by my own employees is unacceptable.

> This would never fly in the normal/real world – but we are in some

> alternate form of reality here. I am simply being disrespected and

> insubordination is occurring - which at a normal business an employee

> would be terminated for. Again, alternate universe here.

> Residents - can sit there and laugh when I am insulted, I really do

> not care. Or think it's funny when I am threatened – it's not funny -

> it's very serious to threaten a government official - I have backing

> and am doing what the residents that did vote for me want. They want

> change – they don't want the good old boys club or for Jerry Mayfield

> and his followers to be running this township. There is a tiny faction

- > that sits in this room during meetings. Tiny – I represent the ones
- > who don't want to step foot in this room – because they do not want to
- > get belittled or attacked or their businesses hurt because they are
- > supporting me. Thank you to my supporters and the ones who want this
- > township to be ran right. They read the minutes and see what happens
- > at the meetings. I will share they are disappointed, as am I.
- >
- > As you can see I am the only female trustee sitting up here. I have
- > found throughout my career females have to fight a little harder to
- > get a seat at the table and fight harder to keep it.
- > Finally, I believe we all have one judge and that judge is not in this
- > room and not here on earth. I am not here to judge anyone now or for
- > their past. We were all elected to have a seat at this table – with
- > that seat came our past and a lot of great experience. The voters
- > decided. NOW - as a trustee and overseer of township funds and all
- > that goes on in it – I will hold employees accountable for the service
- > to this township and how they acted from the day they were hired. When
- > I leave - as a resident and taxpayer – I will continue to hold them
- > accountable. I am not going anywhere.
- >
- > Thank you,
- > Kellie Schlachter
- > Washington Township - Trustee
- > (Term 1/1/2020 - 12/31/2023)

Kellie stated that the County will schedule repairs in 2023 for crumbling curbs on Shoreland. She also reached out to Sarah/Lucas County regarding Redfox. Kellie had asked if experimental products were used as a base. Sarah explained that recycled products were used which work well in FL but noted as time passed does not do well in freeze/thaw cycles in OH. Recycled products have a lifespan of 15 yrs. Raintree is currently at 20 yrs.

Kellie also verified and read a response from our Prosecuting Attorney stating that the US Treasury guidelines does allow for road repairs by means of lost revenue.

Employee reviews have been done and she is waiting on Bryon's yet.

Kellie plans to reach out to The Blade and Lucas County to ban blue bags. It was stated that they end up in our sewers. Currently, residents must op out to receive.

IT/Zoning:

Leo gave his report. He spoke about the occupancy permit for Empire Gentleman's Club, Poker.com. This is a private club that allows gambling. Currently, Empire has a permit from the City of Toledo but the City of Toledo cannot find in their records. Leo and the owner met with Lucas County to do a walk through and addressed some things to bring up to code.

1. Exit lights are to be moved.
2. Handicap ramp needs to be installed inside due to stepping in building.

One bathroom is ok with County since occupancy is under 99.

Leo states that Lucas County asked him if we give a Zoning certificate for move in. Leo states it was not done previously, but feels a need to have our Zoning Commission put a policy in place to do so. If County issues, township loses all control. Leo reached out to other townships and found that some use same zoning permit, others issue a separate permit. All townships do not have the same process.

Leo spoke to Karen Ferguson regarding the extermination & clean-up of her property. Traps were placed which are to be checked on this Friday. A prepaid annual contract has been signed with Turski Lawn Service, and the lawn is to be cleaned up within 2 weeks. Leo stated he gave suggestions to Karen to improve the appearance of her home including the blinds etc. to possibly avoid break ins and to avoid possible break ins of foreclosures or other empty homes in our area.

Leo states that he is working on a Password Change Policy since it has been addressed at our IT Audit and that he submitted the other policies we already have in place.

Leo also requested a motion regarding the Shoreland Townhouse driveway runoff. He went on to explain that there is a driveway that runs parallel and butts up to the townhouses at 2619 Shoreland. Approximately a year ago curbs were taken out when blacktopping the townhouse's driveway. Our policy states that proper control of runoff from properties must exist. A request has been made to restore the curbs. According to policy, the recourse fine is \$500/day. -Screening was also discussed at this property. Jack, the 37 year resident who is receiving the runoff, wants to remove his fence due to damage received by parking and snow removal done from the townhouse property. Jack states the fence sits inside his property line and has had to repair it many times.

Resolution: Trustee, Don Barto Sr. moved to create a resolution for a zoning violation to the Townhouses Owner at 2611 Shoreland due to citing 1801F zoning policy. Kellie seconded.

Roll Call: Don Barto, Sr.: yes, Mark Schuster: yes, Kellie Schlachter: yes

Leo reported that there is to be a phone system upgrade. It will be done between 2am to 6am. Date is yet to be determined but should be completed by end of May.

Leo states the security cameras have been mounted and are working. Four at Blessing, and seven at Shoreland offices. We purchased ten and twelve were received.

Fire Report:

Jacob Cook reported the intersection road closures needed for Shoreland Fire Association's June 25th, 2022 Fireworks Display.

Motion: Don Barto, Sr., moved to motion the closure of the intersections of:

- Shoreland & Raintree
- Shoreland & Holliday
- Summit & Jasik
- Summit & 131st
- Coveview & Summit

On June 25th 2022 for the Shoreland Fire Association Fireworks Display. Kellie Seconded.

Roll Call: Don Barto, Sr.: yes, Mark Schuster: yes, Kellie Schlachter: yes

Kellie will reach out to Asst. Chief/President of Shoreland Fire Association: Mike Baily regarding insurance coverage.

Jacob stated that no update has been given on new ambulance purchase.

Jacob also stated that a recruiting website has been created at the beginning of April. A Recruiting Retention meeting will take place once the Chief returns to town. Billboards, banners & community events will also be created.

Police Report:

Chief Kaiser gave his report. Area wide mutual agreement signed on 03/23/2022. Thirty-one police agencies are to sign. Last agreement was done in 2012. New agreement should be complete by the end of this week.

April 12th, 2022 Trustee Board Meeting Minutes/Washington Township, Lucas County

Chief asked Board to approve the sale of three vehicles from Tow lot. Two have been forfeited by the courts, one is a non-pickup. They have been sitting on our lot for approximately 2 months. Sales would be on Gov Deals. Chief states that on average 5 to 10 vehicles are sold per year.

Chief states his officers are working on training and is ahead on this.

New police car is currently being outfitted w/new equipment with D.R. Ebel. Should receive back within 2 weeks.

Axon Taser/Body Camera proposal given. Chief reported that last year we paid \$7,900. This year we budgeted \$8,200. This year's price was warged down to \$9,822.47. An increase of \$1,622.47 from our budgeted amount. The \$9,822.47 price is locked in this year and the next four years. This comes with a full replacement warranty.

Chief submitted the new pursuit policy to the Board prior to the meeting. Trustees reviewed, questions were answered and Don & Kellie gave suggestions such as adding the descriptions to the codes and not pursuing for traffic infractions such as expired plates. Areas addressing taking away judgement calls, and training were also discussed. Defensive driving & pursuit training is given to academy officers. Chief will look into additional safety training or will request a training module. Kelly has other suggestions that she will submit to Chief Kaiser to consider. Overall Trustees agree that policy draft was well written.

Motion: A motion has been moved by Don Barto Sr., to accept the contract with Axon in the amount of \$9,822.47 for the next 5 years. Kellie seconded.

Roll Call: Don Barto, Sr.: yes, Mark Schuster: yes, Kellie Schlachter: yes

Resolution: A resolution has been made by Don Barto Sr., to create a supplemental budget for #2261 Law Enforcement Trust Fund (Drug Fund) in the amount of \$1,622.47. Kellie Schlachter seconded.

Roll Call: Don Barto, Sr.: yes, Mark Schuster: yes, Kellie Schlachter: yes

Motion: Don moved for a motion to liquidate, on Gov Deals, three vehicles on our tow lot:

1. 2008 Chevy Silverado
2. 2006 Dodge Dakota
3. 2004 Saturn View

Kellie seconded.

Roll Call: Don Barto, Sr.: yes, Mark Schuster: yes, Kellie Schlachter: yes

Roads Report:

Bryon was not present. Don Barto Sr. read Bryon's report.

They want public aware of the damaged and deteriorated park equipment by the Shelter Park. A slide has a large hole and the rock wall is disintegrating and both have been blocked off from playing on, to prevent injury. Don will contact company to obtain pricing on new slide and rock wall. It was stated

that a slide from Blessing Dr may be used to replace the one by the Shelter Park. Don stated that he has requested to John to remove the rock wall.

Mowers have been serviced, fencing has been fixed and trees were trimmed in Shoreland Park.

It has also been noted, while putting up the security camera's at Blessing that wood is rotting behind the siding on Bryon's garage in back of the Blessing building. This will be addressed later this Spring.

Fiscal Office Report:

Michele stated that she has made revisions on our past retention schedule to include more electronic documents we are now keeping. A suggested schedule has been given to each Dept. according to the Ohio Township Records Manual. Once all department heads submit their schedules, we can create our Records Commission and submit our schedules to Ohio History Connection, who in turn processes them to the Auditor of State for approval. Process once schedules are sent, takes approximately 120 days.

Chief Kaiser brought up the fact that he could not send Michele communications via email. It has been found that Michele has not been receiving some emails. Michele stated she learned that there has been other emails evidently created for her but only sends and receives messages from: fiscal-officer@washington-twp.com email address. Michele also states that at times even with the fiscal officer email, she does not receive & cannot send emails. A Huntington Rep and some from Lucas County. Leo states he will need the header info on the failure message forwarded to him when received.

Michele reported that Duns #'s are being eliminated. Sam.gov ID is now being used to identify our entity for government funding and that we do have a Sam.gov ID in place.

US Treasury portal has just been updated to contain link needed for reporting expenditures from our ARP Local Fiscal Recovery Fund. Deadline to report is April 30th.

Michele stated that she recently received a letter in the mail from US Census Bureau requiring our participation on the survey pertaining to payroll and employment for state and local government. Every five years it is required, sooner if we are selected. The information collected serves as a foundation for developing national, economic and public policy. This has been submitted. Deadline was April 26th.

Michele asked the Trustees a question whether or not the ARP Fund was to be used to pay for the lettering of the new police vehicle. If so, a special resolution is to be created.

Resolution: Don Barto Sr., moved for the resolution to pay Auto Trim of NWO, Inc. Invoice #45404 in the amount of \$575 to be paid using the standard allowance general services category in our ARP Local Fiscal Recovery Fund. Kellie seconded.

Roll Call: Don Barto, Sr.: yes, Mark Schuster: yes, Kellie Schlachter: yes

Unfinished Business

Redfox Road Pavement Issues:

Discussion was made on area between Rounding River and Woodfox near cul-de-sac. (Square footage: 307 x 12) One side is not patched. This cannot wait until next year. Nothing has been heard back from County. Estimate was received from Monroe Asphalt. Price per sq. ft: \$3.75. Price agreed to be fair. Company is waiting on asphalt to get produced. This will take approximated one month. Don wishes to use Roads Fund to pay for needed work on road, Kellie wishes to use ARP Fund. Don does not feel comfortable after County stated to him that we could not use ARP money to pay for road repairs. Michele states that in the Ohio Township magazine it states that we can use ARP funds to pay for road repairs if using for lost revenue. Kellie will f/u with various contacts for more verification. Trustees agree to obtain 2 more estimates.

Lexipol completion date for Police is uncertain but target date is near September 1st.

Don asked why policies are all sent to John our Prosecuting Attorney for approval before being passed by the Board and implemented? Other townships do not go through their Prosecuting Attorney first. Kellie and Leo stated it is based on comfort level of the Board. Prosecuting Attorney is the one who defends our Township. Lexipol also gives us examples that is court proven, but if words are changed, it may change the meaning of the original policy.

Liquidation of Office Equipment

Don states a list has been created of office equipment left at Blessing to liquidate. Fire Station may want the tables with aprons in the front. Don will see if they fold.

New Business

Road Striping

Don states that sign up needs to be submitted by April 15th so that our Township roads can get restriped. No cost for this service was noted.

Don met with County Engineers regarding Omar and Hanover Roads by the trailer park. AKA: "paper road". This is a graveled easement that runs parallel to the fence. The County has asked us about vacating it and wants us to pass a resolution. They do not want to maintain it any longer. Jerry Mayfield advised us not to do this. He feels the County is trying to pawn off maintenance on the culvert that runs through Silver Creek (under this road) because it is not in good condition. He advised us to talk to the home owner at end of road. Jerry states that he has never seen any vacate done that wasn't instigated by the home owner first. If resolution is passed, the road would become a private drive that the

township would not plow or maintain and the culvert would become the responsibility of the home owner or township. Mrs. Kingsley was also concerned since she stated a bus stop was there. George Green states a pumping station is also nearby. Research will be done.

Issuance & Sharing of Credit Cards

Michele asked Trustees if Leo was the only one they request to receive a credit card currently. Cards have been shared and this is not advised. Trustees state that Department Heads are to request if any of their employees would require a need to have one. Currently Leo is the only employee to request one for. Card limits are given to all card holders.

5429 Fortune Project Resolution

Resolution to participate in PACE Energy District Program has been sent to the Trustees for passage. This program would allow owner to borrow money to do energy upgrades and County would add costs to the owner's taxes. Due to the length of this resolution, Trustees would like to review before passing.

Blessing Building

Buyer signed off on agreement to purchase. Requests that buyer had could not be resolved. Blessing family signing an addendum was recommended by buyer's lawyer and John Borell but have not been done. It was also stated that during a meeting last year, John Borell stated the Blessing family had up to 40 years to claim the building and did not. Don doesn't know why John did a "360" on this but it was discussed that more legal advice could be obtained. Don states that if Blessings are approached respectively, with assurance that we will not sell the building, we could probably have them sign off on ownership. Moving forward, Don states decisions need to be made. Residents have volunteered to paint and spruce it up. A roof is desperately needed. He also states that despite what is decided upon to do with the building, a roof will need to be replaced asap. It will enhance the value of the building and prevent further destruction. Concerns were given that if the Blessing building is not legally in the hands of the township, we may be placing a roof on a building we do not own. Mark states that regardless whether we keep the building, or give it back to the Blessings, we should return it in the same condition as we received it. **Don moved to create a resolution to put a roof on the Blessing building using ARP Fund with expenditure not to exceed original quote of \$62,000 with Overhead Roofing** and states bids were already received. Kellie states she is open to ideas but wants to ensure the building is the township's before spending money on the roof. Kellie states we would also need 3 new bids. Mark states that original quote when Jerry motioned, still stands with roofer but will obtain it written format from them. (Jerry also stated that 3 bids were received at the time of the original motion). Mark states that there is a shortage of building materials and would take approximately six months to receive in. Discussion continued. Storage in garage was stated to be used currently for the Polar Express fire truck and could be used for vehicles in the tow lot. Laura asked if we are planning on spending any more money on the back garage since Bryon would be moving back to other building. Trustees state they do not. Some agreed that decisions made for money spent on back building was not needed, however the overhead door was. Adequate heating was not provided to the back building in the winter months. Only a small propane heater was given. It was stated while in a past meeting, Bryon was asked if what was

given would work for him and it was stated that he responded saying he would make it work. It was also said that he would “make it work” because he felt he was put in a position of being fired if he didn’t. Other back building expenditures were pending, upon sale of the building. Much discussion was given on past decisions and ill feelings surrounding this building. **Mark seconded Don’s motion and wanted to add that we are to allow time for receiving the building materials.**

Roll Call: Don Barto Sr.: yes, Mark Schuster: yes, Kellie Schlachter: no

Split Utilities at Blessing

Don moved to motion the split of the utilities at Blessing Dr. Split one third to General, Police & Roads and Fire to pay 5% for using garage for Polar Express. Don feels as though if the Roads is sharing costs for Shoreland, Fire should share some costs for using Blessing. Kellie asked why General would be paying one third. Don responded by saying the Records are to be stored in the Blessing building. Kellie stated it wasn’t decided upon yet. Mark asked Chief Kaiser what his thoughts were on paying one third or a flat rate cost for utilities. Chief responded by saying that he felt it fair to pay part of the electric since the tow lot is at that location. He states that it’s not too often where he needs to store a car in the garage. He also states no other utilities are used. Trustees agreed to table this discussion until the next meeting.

Reporting Structure

Don moved to motion to have each Trustee responsible for one Department Head as a “go to” for an initial contact for communications for day to day operations. Decisions would still be among all Trustees. Kellie does not feel as though this would work. She feels as though it would bring animosity among the departments. Don states it would cut down on a multitude of calls. Kellie also wants to ensure all remain in “the loop”. Group texting or emails were also discussed. Jacob states that Fire reporting structure goes by chain of command and they have a direct contact to report to. Jacob states they then disperse & relay info given. It was decided to table this discussion until next meeting.

Air Compressor/Electrical Line for Roads

Don states that Mark has gotten an estimate of \$275 for putting in a 220 electrical line for use of the air compressor in the Blessing building for Roads. He states a 220 line was there at one time but removed. Mark explained that a 220 line is required to put out continuous air for air tools needed such as impact guns and so forth.

Mark also explained that air compressor pressure goes by CFM’s. Price range of quality air compressors are between \$1,300 to \$2,500. Wheeled model & two stage recommended. This would be used for multiple purposes including tire rotations, maintenance of yard equipment etc. It was also brought up that by using an undersized air compressor, with a low pressure, it would take more time to fill and would consume more cost in labor.

Old compressor broke and was cheap from Harbor Freight. Mark suggested not replacing with the cheapest quality/cost for a compressor. Mark felt as though a \$1,300 model would be adequate for our needs and would last for about 7 or 8 years. All Trustees agreed that a better model is needed.

Don moved to motion to hire a part time mechanic for township needs to save on labor costs from multiple service centers. He went on to state that Bryon does a lot of repairs already but we still have costs in Fire, Police and Roads for equipment and vehicle repairs and simple maintenance such as oil changes. Don suggests that a lift be installed in the Blessing bay for this service. Mark states that Bryon does not have enough adequate tools for our township's needs and would like to see Bryon get the tools he needs. This decision has been tabled.

Community Event

Don proposed a get together of our township residents for a day of fellowship and fun. Games for kids, food, band, 50/50 raffle, etc. at the park. All Trustees agree. Ideas welcome. Don requests anyone with suggestions to contact him. Mark will look into the entertainment. Date not yet determined. More information to be presented at the next meeting.

Motion:

Don motioned to approve supplemental appropriations, blanket certificates, purchase orders and checks numbered 49426 to 49464 & electronic payments numbered 179 to 233 totaling \$87,715.73. Kellie seconded.

Roll Call: Don Barto, Sr.: yes, Mark Schuster: yes, Kellie Schlachter: yes

Don motioned to approve \$37,344.18 for accounting and \$50,371.55 for payroll. Kellie seconded.

Roll Call: Don Barto, Sr.: yes, Mark Schuster: yes, Kellie Schlachter: yes

Sign Up Speakers:

Mrs. Kingsley

Reported that a tree has fallen in Shanty Creek behind her house and everything is being caught up in this tree. A refrigerator, basket balls, bottles, etc. She wants to know if this could be cleaned up with the use of the Storm Water Utility Fund. It is understood that the Township would be reimbursed by the County for these clean up costs. Pictures were shown by Mrs. Kingsley, and it was noted that heavy equipment is needed to clean this up. A ravine & septic tanks block the way for this equipment. It was asked if the Storm Water Utility Fund has a limit on reimbursing. Jerry Mayfield answered that the limit of reimbursement is whatever the balance is in the fund. Kellie will follow up and bring more info to the next meeting.

Motion:

Don moved the motion to adjourn the meeting at 8:43pm. Mark seconded.

Roll Call: Don Barto, Sr.: yes, Mark Schuster: yes, Kellie Schlachter: not present

Signature Page attached.

Governing Board Signature Page

04/26/2022

Item	Reviewed By
April 12th, 2022 Trustee Board Meeting Minutes	