

**Don Barto**

**Meeting report 4/26/2022**

Worked with John to block off slide access at Shoreland Park

Checked slide we have in storage to see if it will work, it will not fit

Called Game Time for estimate to replace parts of playground equipment

Met with Mrs Kingsley and took pictures of debris in the creek

Worked on inspecting township roads and mapping which ones need repaired

Answered emails and met with residents regarding issues with various roads

Worked on estimates for roof at Blessing and park shelter house

Talked to real estate attorney for guidance on Blessing building deed restriction

Continued with planning for community get together this summer

## Report – Kellie Schlachter – Trustee

4/26/2022

1. Refresh – cost of move – funding and savings – Blessing
2. Answered messages, calls, and emails from residents
3. ARPA funds – rules around procurement (OTA)
4. ARPA funds – balance and what departments wanted and the costs
5. Reached out to county engineers, attorneys, and OTA related to use of ARPA funds – for roads – confirmed it can be used on roads – county engineers referred me back to our attorney and said at that time of our meeting they didn't know all the ins and outs
6. Reached out to Mike from the county related to Storm Water Utility Fund
7. Spoke to someone who attended the Feather Party – and I have heard this from others – The Shelter House is too dark at night. Asked again if we could get better lighting and light up the parking lot – Bionic Dual - \$29 each – wireless and commercial grade
8. Resident – wants to know why we are doing any repair to Holliday when the county torn it up. Will the county be repairing and repairing Shoreland? Followed up and posted on FB Page.
9. Had more emails about roads – drove around and looked and agree – we need to focus on roads
10. What is the status of the custodial account? We are only insured for 10k.
11. Balance of BWC credit
12. Spoke to RJ – he sent insurance quotes to review for the meeting
13. Our future
  - WLS and it's existence
  - Cost to live in Washington Township compared to anywhere else in the county
  - Services compared to other townships our size
  - Funds

# Move from Blessing

## 6/22/2021 Presentation

### From the June 22, 2021 Presentation

The Blessing building was an old fire station and pieced together for the Police, Roads, and Parks departments. Steel buildings were added to house the roads equipment. The admin staff was supposed to move to the fire station when the offices were added years ago. However, they stayed at the Blessing location.

Due to roof and HVAC issues the trustees voted to have an assessment of the Blessing building before investing funds. The report showed the need to invest a substantial amount of money to ONLY repair the urgent issues. The current trustees inherited these concerns.

Time has changed the way the township needs to be ran. In order to be sustainable, we need to change in order to fit the needs that this change demands. We have staff members who will be retiring in a few years and the volunteer model in the fire department needs to be revisited. The trustees want to set the township up for future sustainability while being fiscally responsible. Township Hall is one of those steps needed to fit our future needs.

<u>Cons</u>
•Cost is 100k to 150k
•Not ADA
•Does not fit the needs for an office and meeting space
•Pieced together
•Employees deserve a better work environment
•Wiring issues
•Location

**Presented 7/13/21**

### FIVE YEAR – Capital Needs

**Park:** New Mower John Deere \$28,000.00 would like (2) in the next (5) years  
Roof on Shelter House Building \$35,000.00  
Blowers and trimmers \$1,200.00 – use for both Parks and Roads

**Road:** Truck \$60,000.00  
Mower \$18,500.00  
Road repairs \$10,000.00  
New roads and curbs and sewer repairs in one area 818,000.00 road project Fuller Creek sub division may be eligible for 50% OPWC funding for half of it if we decide to go forward.

**Police** – addition 911 expense 85% of 80k or 64k

**Fire** – 911 expense 15% of 80k or 16k

**General** – would save money if we consolidate into one building

**Discussed 8/24/2021**

### **UNFINISHED BUSINESS**

**Discuss ARPA Funds/Disbursement between departments.**

Would like to give each department something.

Have \$136,000.00 currently, about \$173,000.00 more coming maybe August.

Fire and police do need portable and mobile radios. Fire applied for a grant waiting to hear if they will get. Very difficult to get.

Fire will need about 32 radios and police will need about 20. Currently have 17 firefighters and 12 police officers.

Roads needs are roof on shelter house, tools, equipment, road signs, floor in shelter house.

## Received from Shelly

<b>BWC Credit - COVID Give Back</b>	
\$ 239,620.43	General Fund
\$ (52,000.00)	Move to the fire station - cubicles can be moved
\$ (100,000.00)	Ambulance
\$ (3,500.00)	Improvements to Storage Garage - heater
\$ (2,486.00)	Sign for Admin Building
\$ (5,500.00)	Improvements to Storage Garage - side overhead door
\$ 76,134.43	Balance - General is trending over spent compared to revenue

Received from Shelly and went back to minutes and talked to Chief Kay on radios

<b>ARPA Funds</b>		
\$	173,834.00	1st Payment - separate fund
\$	(36,685.50)	Employee Payout - pandemic
\$	(1,600.00)	Website Development
\$	(17,508.00)	Police Car
\$	(9,997.88)	Police Car - outfit
\$	(600.00)	Decals for Police Car
\$	<b>107,442.62</b>	Balance
\$	173,834.00	2nd Payment
\$	<b>281,276.62</b>	
\$	8,000.00	Fire Recruiting
\$	110,000.00	Police and Fire requested 20 radios - \$5,500 each
\$	100,000.00	Roads - just repairs - guess
\$	15,000.00	Playground Equipment
		Attorney to clear Blessing Title ????
		Roof or repairs to Blessing ???
\$	<b>233,000.00</b>	
\$	<b>48,276.62</b>	Balance

<b>Capital Needs</b>	
Fire Truck	\$ 500,000.00
Roads Truck and Equipment/ Park	\$ 100,000.00
Another Police Car	\$ 50,000.00
Shelter Park House Roof and upkeep ??	\$ 35,000.00
Villamar/Vistamar Roads	\$ 409,000.00
Other Upkeep and Roads Maintenance ????	
911 Costs and Overage ?????	
Fire Department Staffing ????? New Model	
Raises for Staff ????	
Blessing Building ???	
	\$ 1,094,000.00

<b>Concerns</b>	
<b>Financial</b>	<b>Risk</b>
Police OT Not Budgeted	Outdated Policies
911 Cost - Overage	Enforcing Policies
Capital Needs - Future	Lack of Internal Controls
Fire Department Staffing	Outdated Training Certificates Police
Employee Raises	Police Pursuits
Upcoming Levies	
Roads - now and the future	
Our future sustainable under our current model	

<p><b>Ottawa Hills – Village – 4,500 population</b>  Subcontract out Fire and Roads/Parks but has a Police Department  Have their own school system  Governing board setup like a city</p>
<p><b>Jerusalem Township – 3,200 population</b>  Volunteer Fire – half the calls we have  One garage for roads and maintenance – 66 ish township roads, the rest our county, state, or private  No Police Department – use county</p>
<p><b>Washington Township – 3,300 population land locked</b>  Volunteer Fire  Full Time Police Department  Full Time Roads and Parks</p>

From Lucas County Auditor’s office

<b>LUCAS COUNTY, OHIO</b>			
<b>2021 EFFECTIVE TAX RATES</b>			
<b>Dis#</b>	<b>Taxing Districts</b>	<b>2021 Ag/Res Effective</b>	<b>2021 Com/Ind Effective</b>
88	Ottawa Hills Village-Ottawa Hills LSD	107.731222	151.241968
25	Toledo City-Ottawa Hills LSD	104.792849	147.781787
83/84	Washington Twp-Washington LSD	91.004531	114.453801
78/79	Sylvania Twp-Sylvania CSD	84.920018	104.565530
82	Sylvania City-Sylvania CSD	81.128319	100.066115
21	Toledo City-Maumee CSD, PCCC	78.612479	102.737053
36	Maumee City-Maumee CSD, PCCC	77.912479	102.037053
22/23	Toledo City-Washington LSD	76.111797	95.781484
89	Ottawa Hills Village-Sylvania CSD	73.880158	91.270985
24	Toledo City-Sylvania CSD	72.867849	89.881219
80	Sylvania Twp-Sylvania City-Sylvania CSD	72.667849	89.681219

**Confirmed with the attorney and have researched myself**

**Under current law, the township has to exist for the school district to exist. I suspect that the majority of WLS students do not live in the Township.**



**From the auditor's office – said budget the same for 2<sup>nd</sup> half**

**Pulled the budget for 2022**

**Revenue budgeted for property tax – per our appropriations we received around 43% and it should be 50%**

**Property Tax**

	<b>Budget</b>	<b>1st half</b>	<b>2nd half</b>	<b>Difference</b>
<b>General</b>	\$ 99,110.00	\$ 44,699.13	\$ 44,699.13	\$ (9,711.74)
<b>Road/Bridge</b>	\$ 65,750.00	\$ 28,325.21	\$ 28,325.21	\$ (9,099.58)
<b>Police</b>	\$ 500,750.00	\$ 215,545.87	\$ 215,545.87	\$ (69,658.26)
<b>Fire</b>	\$ 313,770.00	\$ 141,026.45	\$ 141,026.45	\$ (31,717.10)
<b>Park</b>	\$ 47,555.00	\$ 21,794.02	\$ 21,794.02	\$ (3,966.96)
	\$ 1,026,935.00	\$ 451,390.68	\$ 451,390.68	\$ (124,153.64)

**It looks like we will have a shortfall of around 124k in property tax compared to budget and expenses are based on income forecast**

04/22/2022 For Tuesday, April 26th meeting:

### **On Line Payment System**

A policy for credit card processing has been drafted and is in progress of receiving approvals.

Submitted recommendations to the Board for park shelter rental form revisions. Suggestions were made to include refund/cancellation information and removal of the line to include credit card numbers. This has been asked to be approved by the Board, and revised before submitting to Neon Goldfish to upload. This would be a proactive step to help avoid credit card disputes.

### **Road Striping Form**

In our last meeting it was stated that a deadline to submit our request to Lucas County to stripe our roads was April 15<sup>th</sup>. Confirmation has been received of our request. Deadline has been met.

### **ARPA Reporting**

Attended webinars on reporting. Reporting of our Local Fiscal Recovery Fund expenditures have been submitted to the US Treasury on their portal. Reporting deadline has been met. Reporting is to be done annually.

### **Uniform Guidance/Micro-Purchase Threshold**

Since our last meeting, OTA sent out a letter explaining all ARPA fund money is subject to federal procurement standards referred to as Uniform Guidance (UG). UG contains requirements for when funds are spent and for recipients to have internal controls in place, documented procurement policies and written standard of conduct relating to conflicts of interest prior to any expenditures. Recipients are also required to follow the most stringent regulation, whether it be from Federal or Ohio Law. – I found our Township to have no written internal controls policy in place. The letter does not state “written” controls are to be in place, however I am in process of creating.

Micro-Purchase Threshold is a purchase below a federally determined threshold for which bidding or obtaining quotes is not required. A provision was added which allows a non-Federal entity may self-certify a micro-purchase threshold up to \$50,000 on an annual basis. (Exception for roads: \$45,000). Under Ohio Law, most Township procurements do not require bidding unless the costs exceeds the threshold. Bidding requires a minimum of 2 bids and must be

**FROM THE DESK OF MICHELE NOWAKOWSKI/FISCAL OFFICER**

awarded to the lowest. Without self-certification, the Township will be required to obtain no less than 2 bids for any purchase exceeding \$10,000. A contract addendum must be included to contracts to abide by the UG requirements. Clarification from Legal is currently being obtained. This includes the resolution created at our last meeting for the roof on Blessing Dr.

**Resolutions**

- 1) Resolution: Supplemental Revenue Budget Increase for 2261 Fund. An amended certificate of estimated resources will be granted from the County (needed for compliance).
- 2) Resolution: Adopt Uniform Guidance Procurement Policy and to Authorize Increase in Micro-Purchase Threshold (needed for expending ARPA Funds)

**IT Cyber Security Audit Response**

Recommendations were given by Aaron Willis, Sedgwick representative for IT Security during his site visit in February and a plan of action statement has been asked to be sent back. I forwarded this to the Board for them to formally respond. All recommendations have or are being addressed.

**Cost Analysis**

Currently in process of putting together a cost analysis comparing Blessing Dr costs & current split. Utilities, property taxes, insurance, propane, copier etc.

Need clarification of current electric splits & if any proposed splits are to be initiated.

**OPWC**

I contacted Ohio Public Works Commission to address the needs of funding for our township roads that need repaired. I submitted this info to the Board for review.

With loan funding, OPWC offers 0% interest loans for the useful life of the project up to 30 years.

**Custodial Account**

Legal working with Police to address the custodial account. OTARMA will be giving us quotes on added insurance coverage.

**Retention Schedule**

According to Ohio History Connection, every department of our township needs to maintain a retention schedule.- Still waiting on some department heads to submit their schedules before we can move forward with the process of approvals & our Records Commission.



**FIRE and RESCUE DEPARTMENT**

Ronald Kay-Fire Chief

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**Report for Tuesday, April 26<sup>th</sup>, 2022**

- FD completed 2<sup>nd</sup> walkthrough of new Shoreland school on 4/20/22.
- Reminder, LC Board of Elections will be in administration office meeting room on 5/3/22 for primary election day.
- Brake issue repairs complete on Medic 72. Repair cost \$911.95
- Firefighter/EMT's Jessica Stacy and Alec Vaughn have moved out of district and will no longer serve as pay-per-call members. Both will continue to work scheduled part-time day shifts.
- Captain Jacob Cook assisted Lucas County with flow testing hydrants at various locations throughout the township on 4/20/22.



## Report for Township meeting April 26, 2022

We placed the radar/speed sign on Patriot Drive pursuant to Mrs. Sue Futey's request, however after setting sign in place, we noticed several lights out in the sign. The sign will have to be sent in for service.

Signed another 1-year loan/lease agreement with Naval Surface Warfare for a pair of night vision goggles. Cost \$300.00 per year.

Signed 5-year contract with AXON for body cameras and Taser's. This will include full warranty for any damage and full replacement. Each officer will have to retrain on the new style taser. The old style was an X-2. The new will be the X-7.

Had to have patrol vehicle #90 taken to AAA for a new alternator. Unfortunately, this is the vehicle we will be taking out of service and placing up for auction.

Ptln. Alec Vaughn has received a conditional letter of employment from the City of Rossford Police Department. His start date for Rossford is April 25, 2022. He submitted resignation from Washington Township effective same day. Alec was an outstanding officer and will be sorely missed by all.

I spoke with the chair person in charge of the Washington Township/Trilby baseball league and asked him to remind all of the coaches of the baseball teams that play at Shoreland Park to obey all of the "No Parking" signs around the park and be respectful of the resident's property. Officers will be vigilant during the ball games.

Ptln. Tom Fall has an anniversary date this month and we would like to celebrate his 28 years of service to the police department.

**Leo Brittson**

**Zoning report 04/26/2022**

Numerous calls regarding blight, followed up on them.

Followed up on Karen Ferguson all yard cleaned up. Asked her to get roof cleaned up.

Worked on password policy.

Submitted 10-day Resolutions for unaddressed cleanup.

Nothing back from townhouse owners as of this time.