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REGULAR MEETING JULY 12, 2022

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

Mr. Barto moved; Mrs. Schlachter seconded.

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

Pledge of Allegiance

Fiscal Officer

Michele Nowakowski

Department Heads Present

Chief Kay - Fire

Chief Kaiser - Police

Leo Brittson – Zoning & IT

Rick Phillips – Roads Manager

MOTION: APPROVE MEETING MINUTES FROM REGULAR MEETING June 28, 2022.

Mr. Barto moved; Mr. Schuster seconded.

Roll Call: Mr. Schuster yes, Mr. Barto yes, Mrs. Schlachter I have not had chance to read the minutes. Abstain.

Trustee Barto

Trustee and department heads reports can be found online at Washington-twp.com. If you have any questions about them, please direct them to the department heads.

Shelly Nowakowski – Fiscal Officer’s Report

Records Commission

I want to thank the volunteers that voiced they are willing to help. I will be contacting you. I met with Don, our Vice-Chair to the Record Commission, to go over the plan to organize the Blessing record storage room. We received the approved retention schedule back from OH History Connection with the Auditor of State office’s approval. This has been placed in our public records & retention binder & will be placed on our website. It is strongly urged for all departments to permanently keep a log listing all documents that are destroyed. The schedule and necessary forms with instructions have been sent to all Dept. Heads & Trustees.

On Line Payments

The revised park contract and agreement has been sent to our website designer: Neon Goldfish. This is the last segment needed to complete this initiative. Once Ryan at Neon Goldfish is complete with the set-up, a test will be performed on the process. Huntington will test it out to see if it works before we go live.

American Rescue Plan Act Grant- 2nd Tranche

I received notification that we will be receiving the 2nd round of ARPA grant money by July 15th. This amounts to roughly \$174,000. This can all be used under the “Standard Allowance” as accepted by our resolution.

Quarterly Reports

The Federal and ODJFS quarterly reports have been submitted for the 2nd quarter.

Budget Reports

Monthly budget reports have been sent to the Dept. Heads of each department for them to review. We are at the half way mark in this fiscal year and it shows that most appropriations are on target so far with them being spent below or near 50%.

Inventory Lists for OTARMA

I have requested all Dept. Heads to go over their inventory lists submitted from last year and revise them as necessary so that the lists may be submitted to OTARMA for our insurance coverage. Going to be taking items off the inventory list that are under \$500.00 and only including items that are over \$500.00.

Resolution

Request for Lucas County Engineering's Assistance.

In order for us receive assistance for a cost estimate and/or project application, the Engineer's office must receive the required request form and resolution submitted by July 22nd

RESOLUTION #35:22: SUPPORTING THE ESTABLISHMENT OF AND ENDORSEMENT OF REPRESENTATIVE TO THE ONEOHIO RECOVERY FOUNDATION REGION 4 BOARD.

Shelly didn't think she gave him the Resolution for this yet. Trustee Barto stated someone sent it to him. Shelly says ok then I guess we will use that. She got the form from the website that needs to go with it.

Mr. Barto moved; Mrs. Schlachter seconded.

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

UNFINISHED BUSINESS

Update on cul-de-sac repairs on Brendamar Court.

Trustee Schlachter was able to reach Moore's Landscaping and they came out and gave us an estimate of that. It is going to be \$894.97 to repair. Was sent into the insurance company we should receive a check within 7 to 10 days. Trustee Schlachter will then schedule them to come in to repair. They are booked out 10 to 12 weeks. Republic will be watched to make sure it doesn't happen again.

Update on bleachers and sidewalks at Shoreland Park.

Sidewalks

Trustee Schuster spoke to them its going to be about \$3.00 a square to tear out and about \$5.00 a square to relay. Four foot wide. It will be about \$15,500.00 to replace side walk by the park.

That quote was from Scotts Quality Concrete. May be less, was based on square footage that Trustee Barto and he got when they went over and measured. Estimate that Trustee Schlachter got was from AP Preservation for the sidewalks that are around Rounding River and that will include top soil, grass seed and grade to the edges for a total of \$12,973.00. Total of 1348 square foot of concrete sidewalks on Rounding River and Woodfox and Belpre. They did the measurements themselves. Also had Buck Brothers come out and they did their own measurements also he just did that on Friday. They will email us an estimate.

Bleachers

Just to replace the wood for the seats will be about \$850.00 buying the materials at Menards. Will need to put in new hardware as well the stuff that's there is rusty. Trustee Barto says Joe and Rick could do the work and he can help if needed. We need to fix our assets not just tear stuff down. Trustee Barto thinks we could do for around \$1,100.00 not including labor. Money to come from the parks budget.

MOTION: TO REPAIR BLEACHERS AT SHORELAND PARK, PARTS, LABOR NOT TO EXCEED \$1,500.00 TO COME OUT OF PARKS BUDGET.

Mrs. Schlachter moved; Mr. Barto seconded.

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

Update on electrical projects for Shoreland Park Shelter House.

Trustee Barto asks Leo to explain since he met with the guy. Great Lakes Electrical came out and gave us an estimate on supply & install a WIFI thermostat in place of regular thermostat, supply and install two motion sensors for the lights in the main hall area. One for kitchen light and one for each restroom, check two hand dryers to ensure wired correctly. Not working as of now. Total estimates material and labor \$1,600.00.

MOTION: TO APPROVE SPENDING \$1,600.00 WITH GREAT LAKES ELECTRICAL CONTRACTING TO SUPPLY AND INSTALL WIFI THERMOSTAT IN PLACE OF REGUALR THERMOSTAT, SUPPLY AND INSTALL MOTION SENSORS FOR THE LIGHTS IN THE MAIN HALL AREA, ONE FOR THE KITCHEN AND ONE IN EACH RESTROOM AND CHECK BOTH HAND DRYERS THAT ARENT WORKING IN RESTROOMS, MAKE SURE THEY ARE WIRED CORRECTLY.

Mr. Barto moved; Mrs. Schlachter seconded.

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

Update on installing solar lighting for park.

Picking up power auger tomorrow. Will also pick up concrete to install.

Back hoe is done will use that to help install. Rick and Joe to install.

Hoping to get done this week.

Update on trees needing removed.

Rick gave Tree Monkey wrong address on Randon, they cut the wrong tree down. Going to come back out and take the right tree down. Tree Monkey will have to come back out and give us another quote for original tree they were supposed to take down.

Update on hiring for roads department.

Trustee Barto states we are still looking. Found one possible candidate but he took another job.

Update on Silver Creek cleanup.

Trustee Barto talked to Mike Pniewski they are waiting until winter time, when everything is frozen will make job easier to do.

Update on building preventive maintenance.

Trustee Barto ask Trustee Schuster what he found out on other estimates he was going to get on the preventative maintenance contract for the Shoreland Building. Trustee Schuster said he met with them and they told him the cost to do the preventative maintenance the price that we have been paying with Campbell was more for the 3-hour emergency response time of them coming out any time of the day. They couldn't give quote said they couldn't provide that service. No paper quote was given.

MOTION: APPROVE CAMPBELL CONTRACT FOR PREVENTATIVE MAINTENANCE PROGRAM \$2,644.00. ONE YEAR. INVOICE TO BE SPLIT BY DEPARTMENTS. TO BE MANAGED BY FIRE DEPARTMENT.

Mr. Barto moved; Mrs. Schlachter seconded.

Mrs. Schlachter yes, Mr. Barto yes, Mr. Schuster yes.

Update on renewal levies.

Cannot put on the ballot early per John Borell. Resolutions that were made at June 28, 2022 meeting for those levies were not sent in and will be done over next year when we are able to put on the ballot for the year when they are up.

Update on gun credit balance.

Chief Kaiser states the credit is still out there that they can use if something comes up when they want to purchase something.

Update on cash on hand procedures.

Update on credit card/changing to cashless.

Trustee Schlachter thought there was a policy in place that stated we could only have so much cash on hand. I know Kim and Laura do one all the time. I don't see the police doing one that often. I thought they went twice a week but I am not seeing that on the bank statements. I only see them going once a month and it's a lot of cash which means at times there's a lot of cash on hand in the office. I thought we were going cash less that's why we started this whole credit card process. Shelly thought it was to give people an option. Leo stated that the auditor suggested that it was a good idea not to keep so much cash on hand that's why we started looking into the credit card process. Shelly replied that she suggested months ago that deposits be made at least once a week unless there is a larger deposit then one should be made sooner. Trustee Schlachter ask do you know if we have any written documentation on cash handling? A policy? Shelly replies that she is not aware of any if there is one. We are supposed to do deposits in a timely manner. We are insured up to \$10,000.00 and we increased it to \$15,000.00 because of what the police brought in and have. Trustee Schlachter states since we don't have a policy in place, we need to put one in place. At the next meeting we need to bring something to the board.

Trustee Schuster states he was never under the impression that we were going cash less. There is a lot of people that don't have credit cards or even a debit card. Shelly states that's her thought too.

Shelly's concern is the tow lot people that have their cars towed are in there for a reason and most of those people she imagines they might not even have they probably scramble for the cash to get their car back let alone have a credit card. Chief Kaiser says that's true. Trustee Schlachter replies you can get cards even people without a checking account have their pay checks go on a card. Credit cards aren't necessarily just gotten when you go to the bank and have to have credit to get one. There is a lot of ways now a days to put money on a card to use. Shelly worries about the surcharge and trying to mandate they have to use a credit card.

Trustee Schuster and Shelly disagree with going cash less. Trustee Schlachter states the township can mandate what they choose for the township to do. Having less cash is better.

Trustee Barto thinks going cash less is a good idea. Especially how much cash Chief Kaiser, the police sit on. Chief Kaiser says he goes to the bank once a week. Trustee Schlachter states no they don't according to the bank deposits its like once a month. Credit card system is up and running except for park department on line. That will be ready soon to use on line. Chief Kaiser to find out what other tow lots do as far as payment options for picking up a car. **Trustee Barto wants to table until next meeting.**

Update on shelter house rentals.

Laura's report online with other reports.

Update on damaged playground equipment at Shoreland Park.

Trustee Barto asks Rick to explain status on equipment he repaired. Rick states that the kids are destroying the playground equipment. Every time he fixes it, they keep destroying it again. Leo states he doesn't see anyone doing it from what he can see on camera.

Laura got someone to come out and look at it to repair as well.

Laura would like police to patrol park more.

Update on police/Lexipol.

Trustee Barto asked Chief Kaiser if he has gotten anywhere since the last meeting. Asked if he has worked on it at all. Chief Kaiser says they have been working on getting auxiliary officers on the road, he hasn't really worked on Lexipol at all. Chief Kaiser states that Deputy Chief Hart is the project manager.

Update on ambulance order.

Assistant Chief Bailey states it is still not in production and not expected to be in production anytime soon. This is due to shortage of parts that aren't available to build. Good thing we have going for us is a lot of items we picked for this model are available but others are not. Once all items are available it takes 6 to 8 months for production from start to finish. Have not paid for anything yet but the money is encumbered.

Update on lawnmower purchase.

Rick spoke to them the other day and they said it takes 60 days from the day we ordered them that we can expect them in. Trustee Barto and Trustee Schlachter were under the impression that we were going to be receiving them sooner when they first talked about ordering them. Didn't realize there was such a long wait. Shelly states \$13,000.00 came from ARPA money rest will be paid out of roads which was where it was budgeted from. Trustee Schlachter states basically one was paid out of ARPA Funds and one out of roads. We can justify paying one of the mowers out of roads because we do cut right aways and stuff. We couldn't really do two out of the road fund because the majority we cut is parks.

Update on Govdeals listings for police and roads.

Chief Kaiser says were almost ready to put on we have to get titles and take pictures to post. We will be ready to put on next week.

Trustee Schlachter ask isn't Eric on vacation next week? Chief Kaiser replies no I don't believe so. Trustee Schlachter asks is Eric the one who usually does Govdeals? Chief Kaiser responds no not necessarily we do the work equal. Eric does the computer side of it.

Update reminder about vacation request policy.

Trustee Barto reminder to employees that trustees would like 30 days' notice and to be put in Trupay for approval. They know there may be short notice things that come up. But for regular vacations those need to be scheduled in advance so proper coverage is in place for employees.

Update on inventory for OTARMA.

Trustee Barto asked Trustee Schuster I thought you were going to be in charge of the inventory with department heads. Trustee Schuster says he doesn't remember that. He said he will help though. Trustee Barto tells Trustee Schuster what he needs to do for this.

There is a list that has been given to department heads. They are to take off any items that are under \$500.00 and update list. Shelly would like inventories done and turned in by September 1, 2022.

Update approve refinishing floors at Shelter House and Shoreland Building.

Original guy that was going to do it said he wanted to do both jobs at once. Wasn't worth him buying the supplies to just do Shelter House. Trustee Schuster is going to call guy and ask him to explain it. Trustees going to check into finding another place to give us a quote. Invoice to be split between all departments when we find a company that we will go with.

Revisit at next meeting.

At next meeting make a Motion for Lucas County Board of Elections to use the Shoreland Meeting Room for August 2, 2022 Primary Election.

NEW BUSINESS

Discuss Resolution for State Opioid Settlement Funds.

Revisit at next meeting Trustees did not look into it yet, what it is all about.

Trustee Schuster asks why the Blessing Roof wasn't listed in the old business to discuss. Trustee Barto states because there is no change in the Blessing roof to talk about. Trustee Schuster states we approved a new roof and nothing is moving forward on it. Shelly states we cannot certify the funds for the township according to legal. He said we have three options right now one is all the Blessing Family has to sign off on it, we have to quiet the title which means we would have to go to court and determine who has the rights or the third give back the Blessing Building to the Blessing Family. Shelly states that if we go ahead and proceed and do anything to the Blessing Building with township funds when its not totally owned by the township the trustees and myself can be liable. Blessing family has not got back to Trustee Barto. He said he reached out to them and Becky (Blessing) was going to get back to him to set up a meeting when she got back from vacation on the 16th but he hasn't heard from her. Trustee Barto said he did have two good conversations with her before that and she was going to send out a survey to the other family members that are involved.

She called back and said there was very little interest from them that there was only a few that were interested. She said she would call back and set up a meeting time but has not. Jerry Mayfield explained what his thoughts and knowledge are on it. Trustee Barto asks Karen Mayfield to have someone in the family contact him since she's been in contact with them.

Discuss township parking ordinances.

Trustee Barto says he is currently working on trying to figure out exactly what the wording is or where there we have anything that is documented that states if you can or cannot park in the street. A dumpster, camper, etc. What the Ohio Revised Code says there's nothing that spells out specifically a camper other than it does mention a tow behind camper or a fifth wheel type that does not have its own motor or power has to at all times when it's in the street be hooked to a motor vehicle. You cannot just leave your camper in the road for any length of time and that is a state law. Our zoning policies for parking campers, boats etc. in your driveway it does say in our policies that you cannot do that it has to be behind the front of the house. Trustee Schlachter replies you can have it in your driveway to load and unload four times a year for 72 hours (3 days). Trustee Schlachter states you cannot park on your front lawn according to zoning policies. Anything street related is police enforced and anything within the property is zonings responsibility. Trustee Barto thought there was going to be people show up tonight and protest these laws. I get it I believe in the constitution that you pay taxes and you should be able to use your property as you see fit. These laws are in place. The Trustees do not have power to change those. They are zoning codes. They are created and can be changed by the Zoning Commission. They bring them to the Trustees to approve or disapprove. They are working on putting together a meeting to update some things. It will be posted so residents can attend if want to. Once a date is set it will be on the Township website, in the Blade and on Facebook. Will be scheduled more towards the end of summer.

Discuss tow lot junk cars process.

Trustee Schlachter asks Chief Kaiser what is the process for junk cars? Do we have to create a Resolution by the Board when you get ready to get rid of them? I went back and looked and in 2011 minutes we accepted a junk car resolution and was prepared by the Lucas County Prosecutors Office. So should we annually or are you suppose to tell us you want to send cars to junk yard and we make a Motion. Chief Kaiser thought it was a one-time Resolution that was made that there was a blanket one.

He doesn't think we should go to Board every time they junk a car out.
Trustee Schlachter will research and find out for next meeting what needs to be done.

Discuss township law changed.

Trustee Schlachter would like to know, she has had residents asking her, if there is anywhere, we post or residents can go to where they can see any laws that have been changed in the Township. As a Township, Trustees can make different rules based on Ohio Laws, we can opt in opt out they can do things a little stricter like parking, etc. There is no place to go that we have in place to see what our laws are or the updated laws are. Would like to know where police officers go to see updated township laws.

Chief Kaiser states they go to Ohio revised Codes. Trustee Schlachter replies no I mean the ones we do ourselves like Toledo has ordinances we have some ourselves like golf carts, fireworks for example. Where are all our changes. There should be a place that residents or anyone can go on and view online changes we made through the years. Some Townships have on their website you just click on and view. We don't know what we have changed through the years. This is unrelated to zoning. We have zoning which are based on what the inspector has in our enforcements and policies and then you have laws that the police have to enforce. Like fireworks that we opted out of we can't have commercial grade fireworks that is a police law or golf carts having on them on the streets going 20 to 30 mph that's things the police enforce. There should be a book and or posted online of those that us, employees or residents can view.

Chief Kaiser says he and his officers use Ohio Revised Codes.

Trustee Schlachter states but that wouldn't have our changes we have made through the years. There should be one place someone can go to view changes.

Revisit getting this organized.

Discuss ARPA second check.

Second check is pending in Township bank account.

Trustee Schlachter would like to use money towards roads, Redfox and Woodfox.

Revisit next meeting

Discuss moving Deputy Chief Hart to salary.

Trustee Barto has been in discussion with Deputy Chief Hart regarding moving him from hourly to salary. Would like to discuss with

Trustee Schlachter and Trustee Schuster. He has agreed to it but would like to put a presentation together. He is looking at \$69,000.00 a year. He would like the OVI Task Force to be paid separate not included in his salary. He has asked us to table until next meeting so he can bring us his presentation. Previously was discussed in executive session at the beginning of the year and the number \$60,000.00 was mentioned and he came back with \$69,000.00. Salary would cut out all the overtime he works. Trustee Schlachter ask Shelly for some reports on his payroll to be able to review. **Revisit next meeting.**

Discuss painting/patching interior of shelter house.

Laura getting estimates.

MOTION: APPROVE PAYMENT OF \$1,881.00 TO BAUMAN FORD FOR EMERGENCY REPAIR FOR AMBULANCE. FUEL LEAK, BATTERIES AND AIR CONDITION WENT OUT IN PATIENT COMPARTMENT AREA.

Mrs. Schlachter moved; Mr. Barto seconded.

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

MOTION: APPROVE HIRING OF ABIGAIL ZUNK FOR PROBATIONARY FIRE FIGHTER/EMT AT A RATE OF PAY \$15.00 PAY PER CALL AND HOURLY FOR DAY SHIFTS IF NEEDED.

Fully certified

Mr. Barto moved; Mr. Schuster seconded.

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

MOTION: APPROVE PROMOTING MICHAEL CHANDLER FROM AUXILIARY TO PART TIME PATROLMAN.

Trustee Schlachter ask Chief Kaiser will he be able to work the 24 hours a month required for part time police officer? Chief Kaiser replied yes, he should be able to work 24 hours a month as long as we can fit him on the schedule. Discussion how much he should make an hour Chief Kaiser wasn't sure. Chief Kaiser thinks \$19.00. **He will look up and get a change of status form turned in for Michael Chandler. Michael Chandler's pay will be \$19.00 an hour. Question about Mark Barker's pay, thinks he should be getting paid more. Will look in to and turn in a change of status form for him as well.**

Mr. Barto moved; Mr. Schuster seconded.

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

MOTION: APPROVE SPENDING \$2,500.00 TO WW WILLIAMS FOR PREVENTATIVE MAINTENANCE OF FIRE ENGINES, IN BUDGET.

Mr. Barto moved; Mrs. Schlachter seconded.

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

MOTION: APPROVE SPENDING \$1,749.50 TO WATERWAY OF MICHIGAN FOR NFPA TESTING OF FIRE EQUIPMENT, IN BUDGET. HOSE AND LADDER TESTING.

Mr. Barto moved; Mrs. Schlachter seconded.

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

RESOLUTION #36:22: REMOVE INSECURE, UNSAFE AND STRUCTURALLY DEFECTIVE BUILDING LOCATED AT 5952 VILLAMAR, WASHINGTON TOWNSHIP, LUCAS COUNTY, OHIO.

Mr. Barto moved; Mrs. Schlachter seconded.

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

MOTION: APPROVE SUPPLEMENTAL APPROPRIATIONS, BLANKET CERTIFICATES, PURCHASE ORDERS AND CHECKS NUMBERED 49604 to 49624 & ELECTRONIC PAYMENT NUMBERED 432 TO 465 TOTALING \$102,545.59.

Mr. Barto moved; Mrs. Schlachter seconded.

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

AND \$64,782.20 FOR ACCOUNTING, AND \$37,763.39 FOR PAYROLL.

Mr. Barto moved; Mrs. Schlachter seconded.

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

Public Participants (Speakers)

Ray Barron

Request for no parking signs between the hours when school lets out between 2:00 p.m. to 3:30 p.m. 5400 block of Homeland, 5400 block of Brophy, 5400 block of Foch and 5500 block of Foch. Would like Trustees to make a Resolution to approve signs in place. Chief Kaiser states they are needed. Ray will bring in diagrams where they are needed.

Bob Futey

Speaking for his parents that live at 2853 Shoreland. Shoreland and Holiday.

The roads are tore up pretty bad there. Zieler has torn up their yard and surrounding roads. They used their yard as a staging area for concrete and everything else and because of the back hoe going in and out for months it is totally trashed. There are no curbs and the asphalt is going in their yard. Trustee Barto ask Rick to contact them. Ask Rick what's going on with that. Rick said he called them three times. Trustee Barto says let's get a call into the county who set that project up. That needs to be fixed. The way that was left is ridiculous. Leo spoke to Zieler's today when he was out looking at other properties they were out there and they have no intention in coming back out and fixing. Leo suggests calling the County.

Jerry Mayfield

Have some comments on a bunch of things.

First, a couple meetings ago you approved purchasing the two mowers. Paying for one out of ARPA Money and the other out of the Road Fund Money. The mowers are used most of the time cutting the park grass. The park fund should pay for the mowers not the roads. If you read the levy language for roads it's for road maintenance and right away not to buy mowers. There was money left over last year in the park fund that should be used to purchase mowers. Roads are desperate for money.

Second, Trustee Schlachter was totally right when she said there is no way to trace or look up Resolutions that were made. Someone really needs to figure out away to make those searchable.

Third, regarding the slide at park that you're having problems with.

Mentioned why he thought how we are continuing to try and fix it isn't working. Thinks he may be able to fix it his way.

Fourth thing, the roads, states its July and we still haven't repaired any pot holes yet. We have to do something. There were years that we didn't have any pot holes. Things have gotten out of control the past 5 to 10 years.

Creekside Glen Subdivision are bad. Worse than Redfox and Meadowrise. Thinks we should take advantage of the options we have out there for help on the roads.

MOTION: ADJOURN MEETING AT 8:32 P.M.

Mr. Barto moved; Mrs. Schlachter seconded.

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

Approved by:




Don Barto



Mark Schuster



Kellie Schlachter



Kimberly Kay