

Don Barto

Meeting report 7/26/2022

Worked with Shelly on files for records retention

Interviewed applicants for roads department. Bringing suggestions to the board for discussion

Continue working on list for police policies/procedures handbook

Met with a resident regarding his damaged fence. Also followed up with Rick about the fence

Looked into previous idea of township admin position and talked to Leo about the position. Will be bringing suggestions to the board for discussion

Still have not heard from the Blessing family about building deed issues

Walked through the Blessing building after being advised more ceiling tiles had come down. Building is in dire need of repairs to roof

Made temporary repair to the slide at the park, we are checking to see if slide damage would be covered by insurance

Discussed ongoing issue with Leo regarding the trailer park

Met with contractor for paving estimates on Woodfox and Redfox

Trustee- Kellie Schlachter

7/26/22

- Worked on Eric's pay analysis
- Reviewed OVI grant hours
- Reviewed OVI grant billings – we should be billing officer Gill and Whitmer at higher rates
- Added items to the website
- Boat launches – talked to DNR, Lucas County, Lucas County engineers, and attorney – looks to be right aways and extensions of the streets – they would be our responsibility – will need to decide what to do with them – also look into DNR grant funding
- Reached out to Chief Kaiser due to residents asking me why we were at Cullen Park – waiting for an answer
- Meet with Laura at the Shelter Park Hall – took a video for the website and also took inventory and photos
- Created a cash policy and sent to Shelly and the trustees to review. Shelly sent back some updates also reviewed ORC 9.38
- Reached out to ODOT District 2 to work on getting them to cut the grass by the highway
- Researched and sent painters to Laura
- Sent another floor vendor to Laura
- Spoke to Leo and Laura regarding credit card payments for permits and shelter house – what will and won't work
- Reached out to the Ohio Auditors office related to residents/volunteers working with the public records
- Cul D Sac repair scheduled for week of Aug 22nd
- Reached out to parks/roads regarding some fixes needed at Shoreland Park
- Reviewed Internal Controls Policy Michelle sent – sent to Don to add both cash policy and internal controls policy to the agenda
- Researched other police tow lots and ORC
- Follow up with ODOT on grass cutting
- Review floor quote for Admin office and shelter park

07/21/2022 For Tuesday, July 26th meeting:

Resolution

To move money from General Fund's Program 110 to 990

\$85.50 is needed to move to a different program appropriation for paying a payment to US Treasury.

We have received a receipt from Lucas County Engineering's Office stating that they rec'd. our request on time for assistance so that we may receive a cost estimate and project application. The deadline for them to receive the request was July 22nd.

On Line Payments

A briefing of the online payment process was given by Ryan at Neon Goldfish. A recording is available for those staff that couldn't attend.

Some details still need to be ironed out & some wording will need to be revised. The Resolution, Policy, Contract & Agreements are loaded on our website and consumer must agree to the terms and conditions before submitting. Ryan will contact us once changes are made.

From our virtual terminals, our first credit card payment has been taken from someone coming in to pay for a permit and the payment has been received.

Records Retention

I received noticed from Ohio Business Management that the record retention established by the US Treasury for all documents supporting the use of Cares Act & ARPA Fiscal Recovery Fund expenditures are to be kept for 5 years from the end of the period of performance.

The records room at Blessing is being organized. Thank you to all that has offered to help.

Cash Management

ORC Section 9.38

Public office shall deposit all public moneys received on the business day next following day of receipt if total amount exceeds \$1,000. If does not exceed \$1,000, (unless a policy is adopted permitting a different time period), deposit is not to exceed three business days next following the day of receipt and money is to be safeguarded until deposit is made.

Internal Controls Policy

I created a draft policy stating the purpose and standards of internal controls. I have asked the Board to review this draft.

Leo Britton

Zoning report 07/26/2022

Working with Jordan Urbanski on getting lot mowed on a schedule and also area up on summit street.

Adjusted camera to increase coverage with Laura

Working on blight calls not slowing down

Took calls about campers on Red Fox

Gave out 2 permits

Checked work at 3 permits to make sure they are ok

Checked demo of Shoreland School twice

Setup email addresses for fire

Working with John Borell on ongoing blight issue certified letters have been sent

Certified letter sent to Ferguson

Kims computer crashed changed some power setting to try to keep this from happening

Scheduled both electric projects

Laura Wishart

Shoreland Shelter House/Park Report for Meeting 7/26/2022

Met with contractors to get quotes to check, repair, or replace roof.

Met with contractors to repair damage to the shelter house walls and paint.

Met with contractor to get quote to strip and wax floors.

Met with renters.

Completed inventory list for shelter house.

Cleaned out cupboards, utility room, and storage room.



FIRE and RESCUE DEPARTMENT

Ronald Kay-Fire Chief

Report for Tuesday, July 26th, 2022

- Received fire department Lexipol policies/procedures back from LC prosecutor's office. Will move on to next phase of implementation.
- Lucas County and State Fire Marshall issued temporary occupancy permit for office area at new Shoreland school.
- Fire Department Emergency Pre-Plan walk through of new Shoreland school scheduled for Wednesday, August 3rd.



Report for Township meeting July 26, 2022

- Nothing major to report. Have been working road patrol this past week while D/C Hart is on vacation.

Washington Township Road Report

7/26/2022

Ordered air filter for gator
Disconnected 2 front speakers in the meeting room to eliminate feedback
Picked up cylinder for back hoe and installed it. Have to pick up a new run/stop cable. It snapped
Replaced run/stop cable
Picked up air filter for gator
Picked up power auger for solar lights
Dig one hole worked great until we hit hard clay
Picked up 10 bags of quick set concrete for poles for solar lights, and valve for rain barrel so we can have water it assist in the concrete work.
Cut grass at Brendamar court – first time ever.
Installed 3 poles and solar lights at Shoreland Park. Looks great.
Installed 1 pole and solar light at Villamar Park.
Meeting with JB pavement repair to give quote on potholes in old Shoreland and Creekside areas.
Dug holes at the garage, getting ready to move fence and gate.
Trimmed trees at Shoreland park along the creek.
Received proposal from J.B. pavement repairs, forwarded it to trustees
Meeting with another person in the morning about pothole repair.
Returned power auger to sunbelt rentals
Met with Meg Adams from first energy to discuss park lighting.
Met with Charles swarts for pavement repairs waiting for quote
Sprayed for weeds (Shoreland Park) around shelter house, sidewalk, jungle jims, 3 ball diamonds & bleachers.
Installed air filter for gator, runs better, sometime in the fall I would like to send it over to point place power sports for a tune up
Getting quotes for playground approved mulch for Shoreland park
Mulch king (playground approved) \$440.00 14 yards delivered (natural color)