

Don Barto

Meeting report 8/23/2022

Continue working on list for police policies/procedures handbook

Sent letters out to residents regarding grass cutting

Reviewed estimates for road repairs needed.

Daily updates with Leo regarding management concerns and decisions

Went to Mulch King to pick out and pay for playground mulch

Prepare bid notice for advertising in newspaper

Email with attorney regarding various issues

Kellie Schlachter Trustee

8/23/2022 Report

- Updates to website
- Attended 911 draft budget meeting – 14.5 million – we will owe 50% in 2023 budget - .7336 and split between Police 78% and Fire 22% -  $\$106,000/2 = \$53,000$
- Sent email to Stacey at 911 asking why % went up but our incidents went down
- Researched and review OPWC email for roads – discuss at meeting
- Start to review budgets
- Review daily Police logs
- Review debt max – research – tax valuation 49 million and debt cap 5%
- Reached back out to John about cash management policy and custodial account
- Communication throughout the week with TA

# Leo Britton Township Administrator/zoning

Report 08/23/2022

Received notice we will be receiving a check for insurance claim on park equipment

Renewed OTARMA including credits for MVR records

Setup OUPS for parking signs

Had 2 blight clean ups

Worked with Chief Kaiser to get 2 neighbors in arbitration for zoning issues

Appeals meeting for Ferguson with new purchaser, prosecutor, Chief Kay and Township board

Getting quotes from Mason's asphalt for roads

Gave out 1 permit

Met with commerce department, chief Kay, and Raintree village management

Lights on outside of park are now working the eye was out

Public records request for Raintree Village

Still sending out letters for blight

Working on 2 BWC claims

0 IT hours

Fiscal Officers desk 08/18/2022 For Tuesday, August 23rd meeting:

### **Custodial Account**

I received the approval from the Auditor of State's office for the new fund needed to "pass through" the money we will be receiving for the PACE Special Energy assessment. I will be setting up this new fund ahead of time to be ready for when we receive the assessed funds.

### **9-1-1 Regional Council of Governments (RCOG) Cost**

This year cost was subsidized at 100% by Lucas County, so the total due was \$0. Invoices were received showing a breakdown of the annual average total incidents for EMS, fire and police. They include 4,050 in all.

- EMS: 413
- Fire: 474.75
- Police: 3,162.25

Our proportional share was 0.7046% of the Lucas County 911 RCOG Operational Budget. Our cost for 2022 would have been \$96,230.69. This averages out to \$23.76 per incident.

Lucas County states our proportional share for 2023 will be 0.7336%, up .0290% from this year. We will be billed annually. Lucas County will approve their final budget in September. We should receive our invoice in October that is due in December 2022 for the 2023 fiscal year. Lucas County will be subsidizing our share at 50% for fiscal year 2023. If this is the case we will need to increase appropriations for Police to pay the annual bill for 2023. Currently we have \$30,000 encumbered for Police share. We will need to increase it at least \$10,000, possibly more, if the operational budget increases.

### **Records Policy Poster & Acknowledgment**

O.R.C. 149.43(E)(2) says the township shall distribute the public records policy adopted by the township under O.R.C . 149.43 (E)(1) to the employee of the township (township fiscal officer) who is the records custodian or records manager or otherwise has custody of the records of that office. The township shall require that employee to acknowledge receipt of the copy of the public records policy. The township shall create a poster that describes its public records policy and shall post the poster in a conspicuous place in the township's public office.

-A written acknowledgement of receiving the policy has been placed in the binder by the front door and a poster has been hung for display. Our policy is also posted on our township's web site.

### **OTARMA Inventory Lists**

Just a reminder to Dept Heads to turn in your inventory lists if not complete. Deadline is Sept. 1<sup>st</sup>.

### **COVID Tax Credits**

IRS sent us a letter stating that they are disallowing credits we claimed on our 941's in 4<sup>th</sup> quarter of 2020 & 1<sup>st</sup> quarter in 2021 tax periods. They will be sending us an invoice to pay.



## FIRE and RESCUE DEPARTMENT

Ronald Kay-Fire Chief

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### Report for Tuesday, August 23<sup>rd</sup>, 2022

- Request board to approve the hiring of Mark Schuster II as a probationary pay-per-call firefighter.
- Chief Kay and Captain J. Cook attended the Ohio Task Force on Volunteer Fire Service meeting on 8/17 discussing current challenges facing Ohio's volunteer fire departments. Roundtable discussion was held by State Fire Marshall Kevin Reardon at the Penta Career Center.
- Chief Kay attended meeting on 8/18 with Raintree Village Mobile Home Park management, Leo Brittson – Zoning and Pat Gehrish of the Ohio Department of Commerce to discuss zoning and safety issues within mobile home park.
- Chief Kay attended final safety walk-through of new Shoreland school with WLS Superintendent Kadee Anstadt and WLS staff on 8/19.
- Fire Department Lexipol policies and procedures being updated with LC prosecutors office recommendations. Will have updates complete by end of week to present to board of trustees final approval.

## Police Report for Township meeting August 23, 2022

Deputy Chief Hart reports that no major incidents occurred or reported while I was on vacation. Commend D/C Hart for fine work while I was out of the office.

The 2 vehicles were sold on the auction site Govdeals.com. The old police cruiser sold for \$4,950.00. The 2004 Saturn unclaimed vehicle sold for \$1,735.00 Still waiting to finalizing the paperwork and approval from BMV on the 2017 Ford Escape.

Assisted the road department of two blight properties that they were ordered to be cleaned up. One on Capri and one on Tralger. No issues reported. Will note the road department did a wonderful job of cleaning up both properties.

D/C Hart, Ptlm. Whitmore, Ptlm. Crapsey and I have been in and out of the new school the past few days. We attended the open house, have been at the school both morning and afternoon (release time) to monitor the new traffic pattern and assist with traffic control. The superintendent, the principal and staff are pleased with the police presence.

Conducting background checks on several civilians for the fiscal officer who have offered to do volunteer work for the township.

Will be doing a final walk through at the new Shoreland school on Friday August 19, 2022.

Requesting the board permission to scrap/dispose of an old motorcycle that is untitled put together in pieces which is deemed junk. This cycle cannot be claimed by anyone due to title issues and multiple vin numbers. This cycle was towed in March 2022.

Requesting the board to approve the hiring of Auxiliary Ptlm. Crapsey to part-time officer at a starting probationary rate of \$19.00 per hour. CIS form completed

## SHELTER/HALL REPORT 8/19/22

- The repairs to the roof have been completed.
- The motion sensor lights inside the hall have been completed. An effort to keep utility costs down.
- The new thermostat has been installed and programmed to my phone so I can check and adjust if needed to try to keep costs down.
- I have contacted the contractor who is going to paint the hall and will get it scheduled as soon as I get the warrants and paint.
- Inventory for the hall completed and turned into Shelly.
- I have cleaned and organized all the supply cabinets and utility room.
- We have rentals scheduled every weekend in August.
- I removed old soap dispensers.
- Still working on getting the hand dryers returned for new, or repaired.
- I have contacted the contractor for the floors stripping and re wax and will schedule as soon as the painting is complete.

