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REGULAR MEETING AUGUST 9, 2022

Mr. Barto called the meeting to order at 6:00 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

Township Administrator - Leo Britton

Department Heads Present

Fire - Chief Kay

Police – no one present

Rick Phillips – Roads Manager

Trustee Barto introduces Kim Dedo, principal of Shoreland School and Assistant Principal Charlie Bott. She will explain process of dropping off and picking up students, flow of traffic and answer any questions anyone may have regarding the new school.

MOTION: APPROVE MEETING MINUTES FROM SPECIAL MEETING MAY 3, 2022 AND REGULAR MEETING JULY 26, 2022.

Mr. Barto moved; Mrs. Schlachter seconded.
Roll Call: Mr. Schuster yes, Mr. Barto yes, Mrs. Schlachter yes.

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

Her report is not found online with the rest of the reports this week. Hers is placed under financial updates under her page online. There are also copies she passed out of her report.

Credit Card/Debit Card Payments

Accuracy on surcharging has been verified with Huntington. We had both debit cards and credit cards taken for payments.

I have submitted a suggestion to send out a thank you when returning deposit money to customers who have rented the shelter and to offer a discount for a future rental. The discount would need to have Board approval. This is only a suggestion.

Cash Management

The Cash Management Policy that has been adopted by our Board last meeting was sent out to Dept. Heads & to our Elected Official Assistant who take collections & make deposits.

A log has been created according to policy and sent also. This policy helps us maintain compliance with the timeframe in which we make deposits.

Resolutions have been created for both the Cash Management & Internal Controls Policy that has been adopted.

New Administrative Position

It was discussed at the last meeting that Leo be paid out of General Fund for his new salary position. I verified with Local Government Services (LGS) as to what appropriation(s) would best be used for this new position. A certification documenting an approximate percentage is to be submitted each payroll to determine the split of salary between Administrative & Zoning in the General Fund.

OTARMA Inventory Lists

I updated Wendy French our OTARMA Representative. I let her know that our contact with them will be Leo. She updated him with a new title as Township Administrator. She will keep him listed as zoning inspector as well on the faithful duty of coverage.

I received Roads & Parks inventory lists back from the department managers. I forwarded these to Mark who is handling the inventory.

Budget Reports

I have submitted current budget reports to each department heads to inform and aide them to keep track & on target of their set budget amounts.

Regarding the custodian account for special assessment for the energy that we passed a resolution on. I have received a call from Dave Thompson from the Auditors of the State's Office after I submitted a request for approval for us to create a fund to receive the assessment money in. When we were talking, he had a concern, he feels the money should not be gone through the township. He wants to talk directly to the Port Authority about it and has questions regarding it before he oks us to have that fund. I gave him Josh Stricklands phone number to talk to him directly he is going to call him. Josh gave Dave a detailed description on the project and try to answer any unforeseeable questions he may have had. If Dave doesn't get a hold of Josh soon, I will try to reach out to the auditor of the states office maybe they will have another contact we can talk to so we can create the new fund for the assessment money.

YTD: \$199,080.88 in Resolutions have been created to spend ARP Local Fiscal Recovery funds. The Blessing roof Resolution in the amount of \$62,000 was placed on HOLD per the advice of legal counsel. The \$62,000 was not encumbered yet. We have encumbered close to our appropriation amount for this year. We have only \$36,764.21 unencumbered and approximately \$113,580 remaining in the fund balance (if the Blessing roof is fixed).

Trustee Schlachter states Shelly the Resolution I brought up is not a good Resolution because the dollar amount is \$62,000.00 it has to go out to bid. Shelly replies it does have to go out to bid yes.

Trustee Schlachter states the Resolution is null and void because it has to go out to bid if we do a roof.

Shelly states it does have to go out to bid so the price might be different. If \$62,000.00 is the amount the roof is going to cost to fix we will still have about \$113,500.00 left in the fund.

There's a big project for roads a head of us. Management Reports & Roads Fund balances have been given to Trustees. We just received an email from Sarah Rowland from Lucas County Engineers Office with estimates and options about roads on Redfox, Woodfox and Fullers Creekside Glen. She is going to need a decision as soon as possible. In her letter in order to prepare the OPWC application and process it by the deadline which is October 7, 2022. There is a lot involved in this. Once we give her a decision, she gives us the information back and a Resolution and other paperwork will need to be done on our end.

UNFINISHED BUSINESS

Update on park sidewalk replacement along Rounding River.

Trustee Barto ask Trustee Schuster the status on it. Trustee Schuster was supposed to go over and get an accurate measurement on what needed done. Trustee Schuster replied no I did not do it.

Update on playground equipment

Township Administrator Leo Britton states we are in the final stage with OTARMA. They are looking to reimburse the Township little over \$11,000.00 for the damaged playground equipment. They need one more sign off to approve.

Update on police/fire Lexipol

Chief Kay states that fires portion was approved by the prosecutor. They will be making changes that the prosecutor suggested. Will then get to Trustees for their approval. Hope to have done by the next meeting. Leo did speak to Deputy Chief Hart; Chief Kaiser had said at previous meeting that Deputy Chief Hart was the project manager for the police portion of Lexipol but Deputy Chief Hart was unaware that he was. Will meet with Chief Kaiser when he gets back from vacation to make sure he is working on his part of Lexipol to get done.

Update on Govdeals listings for police and roads.

Leo believes both items that they had put on Govdeals ended yesterday. Not sure of the amount they ended up with.

Update on inventory for OTARMA.

Trustee Barto asks Trustee Schuster what the update is on the inventory. Trustee Schuster states he has another 3 weeks on that.

Update on painting, patching and floors resurfacing for shelter house.

Trustee Schlachter says Trustee Schuster was going to talk to the one floor guy when he got back from vacation. She asked Trustee Schuster if he had talked to him. Trustee Schuster replied no I didn't.

Trustee Schlachter states she's going to put a motion in place for one of the companies they received a quote from. Wants to move on with this. Has been dragging on to long.

MOTION: HIRE DAVES CLEANING SERVICE TO STRIP, CLEAN, AND WAX FLOORS FOR THE ADMINISTRATION/MEETING ROOM AT THE FIRE STATION \$1,250.00 AND THE SHORELAND PARK SHELTER HALL FOR \$1,200.00.

Mrs. Schlachter moved; Mr. Barto seconded.

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

Laura to coordinate date and time to have the Shoreland Shelter House Hall done.

Leo to coordinate date and time to have administration/meeting room at fire station done.

Invoice for administration/meeting room at the fire station invoice for floors Split: 60% administration, 20% police, 15% fire, 2.5% roads and 2.5% park.

Painting at Shoreland Park Shelter Hall

Table to next week Trustee Barto wants to get another painter's quote.

Update on roads paving issues.

Trustee Barto stated we received several estimates. OPWC estimates came back higher than any of the other estimates we received from other companies. The issue is we have to put the job out to bid because it is over \$50,000.00.

Will have to put ad in paper to put job out for bid. Looking to get this work done this year on Redfox and Woodfox streets.

Update on Blessing Building

Trustee Barto said he had a meeting with Becky Blessing and her brother. They were going Friday to have a meeting with their attorney. They are going to put something together and present it to us that we can hopefully agree upon. Hopefully will have by next meeting. It was a good meeting Trustee Schuster and Trustee Barto both attended. Trustee Barto asked Mr. Schuster if he has anything he wants to say about the meeting. Trustee Schuster said he started the meeting with them by saying to the Blessings don't trust Don, don't trust Kellie, don't trust me. Trustee Schlachter asks did you two meet together with them at the same time? Trustee Barto replies yes. Trustee Schuster thinks they still want the township to have the building. He said he told the Blessings they should put stipulations in their agreement for us. That the building cannot be torn down, that it cannot be sold within 10 years and has to have a roof put on it to maintain the condition of it within 12 months. We listened to everything they said they are very reasonable people. He said he advised them to have their attorney draw something up and tell us what the original intentions were for that building when they originally gave it to the township. Trustee Schuster feels the Blessing family's intentions were to give something back to the community back then. He hopes they come back with something everyone can agree with. Trustee Schlachter asks Trustee Schuster so you're asking them to put restrictions back on it not take restrictions off. Trustee Schuster replies absolutely that was my recommendation.

Discuss roads/parks superintendent position.

Trustee Barto ask Trustee Schuster if he had a chance to meet with Chad Klavinger about the position? Trustee Schuster replied no I did not I was never given his information. Trustee Barto replied he's on the fire department. Trustee Barto asks Trustee Schlachter if she had a chance to meet with him. She replied yes Leo and I met with him. He asked what she thought. She said she thinks he would be a great fit. He would just need to get his CDL, maybe state that he needs to do within a certain amount of time. His salary would be lower than what we paid Bryon. I think we were thinking like \$25.00 an hour which would be \$52,000.00 a year full time.

He would also be willing to work fire if needed during the day if nothing was going on in roads department. Then fire would reimburse roads \$15.00 an hour if he did that.

Trustee Schuster interrupted and wanted to go back to the painting quote for the Shelter Park Hall. He had texted the painter that he had come out and meet with Laura what the status on quote was they were waiting on. He received a text back with a quote which was higher than the others they received. Trustee Schlachter wants to move on with this and make a motion instead of tabling until next meeting since that would give them three quotes.

MOTION: TO HIRE JUST ASK HOME IMPROVEMENT, LLC TO PAINT THE SHORELAND SHELTER PARK HALL NOT TO EXCEED THE AMOUNT OF \$5,972.43.

Mrs. Schlachter yes, Mr. Barto yes.

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

Back to discussion of hiring Chad Klavinger.

Trustee Barto ask Leo what his opinion is. Leo replies I think he is a good fit. He has the skill set that job requires. I spoke to Chief Kay about him, he had nothing but good things to say about him. It will be nice that he is trained in two departments that he could fill in if we need him to. Fire had a situation today on day shift that someone had a death in their family which left Jacob by himself. Chad could have stepped in and helped if there was a call. It's something we need to look into to try to sustain and move forward having someone that's available and knowledgeable in different departments.

MOTION: HIRE CHAD KLAVINGER FOR THE POSITION FOR PARKS AND ROAD SUPERINTENDENT AT A RATE OF \$25.00 AN HOUR/\$52,000.00 A YEAR SALARY. TO BE BROKEN OUT 75% OUT OF FUND 2021-330-100-0000 (ROADS) AND 25% 2194-610-100-0000 (PARKS). HE WILL NEED TO GET HIS CDL LICENSE WITHIN 60 DAYS WHICH TOWNSHIP WILL PAY FOR AND NEED TO CONTINUE EMPLOYMENT WITH THE TOWNSHIP FOR ONE YEAR OR HE WILL NEED TO REIMBURSE THE TOWNSHIP. START DATE SEPTEMBER 5, 2022

Mrs. Schlachter moved; Mr. Barto seconded.

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

Update/discuss custodial account setup.

Trustee Schlachter to follow up with John Borell will have at next meeting.

Trustee Barto spoke to Steve Lang from Lucas County about how Zeiler Excavating and how they left some areas in the township after they got done doing a job. Trustee Barto doesn't like what he told him. He is not willing to help us with the area over by the Futey House by the drive way. He is claiming it was like that before.

Trustee Barto told him that we are not going to let Zeiler Excavating into the township or allow them to do any work out here until this is resolved. It is also down at the other corner of Jasik that work was not cleaned up and completed. They never replaced the handicap rubber pad. Not a big deal but it is shotty work. There are other spots in the township that their work wasn't acceptable and we ended up fixing it ourselves. Trustee Barto wanted to make motion not to allow them in the township to do any work until these problems are resolved. Leo reminded Trustee Barto that they don't have to pull permits to do their work in township it is gone through the county. They are saying it needed paved before but it was not as messed up as it is now. The road needs fixed it was left in a terrible mess worse than it was before they started their project. Driving the heavy equipment, driving those dump trucks and dumping gravel there and scooping it back up with a front-end loader will cause exactly what happened by the Futey house. Trustee Schlachter stated I don't think it is a cost that the township should be burdened with.

Trustee Barto wants on record that he does not want them in township doing any work until this is resolved. It is unacceptable work. I want road fixed that they destroyed.

Trustee Schuster states I wouldn't call it shotty work Don. I think they did a project that was very difficult and came out very well. Trustee Barto replies yes, the project itself yes. Trustee Schuster replies the road there I agree where they staged, they tore it up. But to use the word shotty work no they did a beautiful job. Trustee Barto states yes, the actual sewer job yes everything is working great. I stand corrected. But the road where they went in and out is a mess. As well as the other spot that they did not finish. Trustee Barto will follow up on it. Trustee Schlachter asks, didn't we get a repair amount on that? Trustee Barto replied yes like \$3,000.00.

Trustee Barto to talk to John Borell to see what we can do to get them to fix those areas they damaged.

Table discussion on Deputy Chief Harts salary. No one is present from police department.

NEW BUSINESS

Discuss volunteers helping with records retention.

Trustee Schlachter states since we have had some issues with different investigations back in May. I would rather have people that are bonded through the township help Shelly. I have volunteered my time; Laura has and Kim has all said we would help. Volunteered to help not to be paid. I do have an issue with just residents coming in and helping. There's employee's social security numbers and other personal stuff in those files. People should be bonded if they are going to be touching our records. Shelly replies as a fiscal officer this is my call. Trustee Schlachter replies trustees put the policies in place and if we put a policy in place then there will be a policy. Shelly replies I am the custodian of the township records and I have the responsibility to maintain them. I talked to John Borell and I have it written that he doesn't see an issue of me having volunteers help me with the record room. Trustee Schlachter asks Shelly to send her that because she talked to the Ohio Auditors Office and they do see an issue with that. Shelly replied I have it in writing from John Borell he said if I want to make it a more formal arrangement, I could appoint volunteers to be unpaid assistants to the fiscal officer then they would have to be bonded. But either way it is legally ok he said. Shelly states that she is there at all times when volunteers are present and she is careful on what she gives them to sort. She places tables outside the records room for people to sit at. Trustee Schlachter states I just said if their bonded I am ok with that. I am just saying the Ohio Auditors Office has a problem with residents just walking in and helping. Get them bonded and I don't have an issue. Shelly stated that everybody that did help agreed to sign a waiver so township wouldn't be liable if there were any issues of anyone getting hurt. Those have been signed. She appreciates everyone's help and thinks they can bring forward talent and brings forth community engagement, more trust in the community that we are lacking. Trustee Schuster states for the record I am for whatever Shelly wants to do. Trustee Barto doesn't see a problem with it either as long as Shelly is following what John Borell suggested her to follow. Trustee Schlachter states again Laura, Kim and myself we are already bonded and we all volunteered to help. I was scheduled to help the one day and you cancelled. We all offered to help you.

I just want whoever is helping to be bonded. Shelly to find out about bonding the people she is choosing to have help her.

Discuss storm water fund revenue, set up schedule for maintenance needs.

Leo has sheet of items that are covered will send to trustees.

Rick is supposed to be making a schedule of what they are supposed to be working on and what needs done every week.

Rick says mulch will be coming on the 11th would like to see if they can get some volunteers to help spread the mulch. If you do, need to have them sign a waiver.

Rick wants to know the status on repairing Old Shoreland and parts of Raintree where it is coming up. The cost that J.B. Pavement Repair and Rentals, LLC is \$3,000.00. Shelly states if they are an LLC Company, we will need a W9.

MOTION: HIRE J.B. PAVEMENT REPAIR AND RENTALS, LLC DO THE PATCHING AND SEALING OLD SHORELAND AREA IN THE AMOUNT OF \$3,000.00.

Mr. Barto moved; Mrs. Schlachter seconded.

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

Rick to call county to check status on hole in road on Patriot in back of fire station past driveway. Rick said they told him before that it is not sanitary or storm. But something is causing it to crumble and wash out again. Trustee Schuster said he would get with Rick and check it out.

Discuss rekeying locks.

Trustee Schlachter thinks there is keys missing for buildings in the township. Thinks there are keys floating around out there that weren't turned in. Trustee Barto to look into different prices from different Lock Smiths to rekey. Revisit at next meeting.

Discuss cell phone reimbursement.

Trustee Schlachter would like to discuss giving cell phone reimbursement to Kim. She uses her personal phone a lot for work and when she leaves, she transfers calls to her phone to be able to answer calls.

Trustee Barto would like to see Rick get reimbursed from the calls being transferred to his phone from the office line. Rick to get reimbursed for May, June, July and August. Chad will take over September 5 at that time he will get reimbursed going forward.

MOTION: REIMBURSE KIM KAY ONCE A MONTH STARTING IN SEPTEMBER \$35.00 FOR CELL PHONE REIMBURSEMENT. REIMBURSE RICK PHILLIPS FOR THE MONTHS MAY, JUNE, JULY AND AUGUST (FOUR MONTHS) AT \$35.00 PER MONTH.

Mrs. Schlachter moved; Mr. Barto seconded.

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

Leo spoke to Department of Commerce today regarding Raintree Trailer Park. They said as of January 2018 when the Department of Commerce took over, they now say the Township can start serving blight notices within the trailer park. They just ask we copy them on it and in return if their doing something they will copy us. They will be contacting us to come up and do a drive through with us to look at it. They said we can serve notices for blight to the individual lots or to the trailer park to clean up. Also spoke to them about the water problems in the park. Water pressure and lack of water at times. We keep getting complaints about it. Also need to add fire hydrants to that to check into. They said that's another department, they will notify them so they can check into it.

RESOLUTION #45:22: DECLARE PROPERTY OWNED BY CONTINENTAL INVESTMENTS & PROPERTY MANAGEMENT AT 1114 ALEXIS ROAD/ 950 EAST ALEXIS ROAD IN WASHINGTON TOWNSHIP, LUCAS COUNTY, OHIO A NUISANCE. 4 DAY BLIGHT NOTICE.

Mr. Barto moved; Mrs. Schlachter seconded.

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

MOTION: APPROVE SUPPLEMENTAL APPROPRIATIONS, BLANKET CERTIFICATES, PURCHASE ORDERS AND CHECKS NUMBERED 49648 TO 49673 & ELECTRONIC PAYMENT NUMBERED 510 TO 549 TOTALING \$43,962.03.

Mr. Barto moved; Mrs. Schlachter seconded.

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

AND \$20,386,69. FOR ACCOUNTING AND \$23,575.34 FOR PAYROLL.

Mr. Barto moved; Mrs. Schlachter seconded.

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

Patricia Hale

5310 Fortune address the complaint is about.

States she has emailed zoning and she is not getting any response back. It has been three weeks. Would like to address the Board. Wants to know when she emails zoning what is the expected time frame that he has to get back to her, take care of the problem or take a look at it? She said she has emailed him on July 18, he said on the 19th he would come take a look at the property. She emailed back on 21st of July and got no reply. On July 27, she said she spoke with Trustee Barto through messenger and he said he would talk to him.

She states she still didn't get a reply from anyone. Again, sent an email on August 2 and got no reply. Then asked Trustee Barto if he had talked to him on August 3, he said he would talk to him. Still no reply as of today. Trustee Barto replied I am to blame. Patricia replies but I emailed him three times and haven't heard anything. Trustee Barto states he spoke to Leo like he told her he would and he told him he would call you and meet with you and he said he dropped the ball. I will talk to you after the meeting if you have time tonight.

MOTION: ADJOURN MEETING AT 8:03 P.M.

Mr. Barto moved; Mrs. Schlachter seconded.

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

Approved by:



Don Barto



Kellie Schlachter



Mark Schuster



Kimberly Kay