

Kellie Schlachter – Trustee Report

Report for Tuesday, September 27, 2022 meeting:

- Attended Zoning Meeting
- Updates to website and Facebook
- Review daily police logs
- Review Fire calls that come in
- Review and approve payroll and sign payroll and ap checks
- Only 3 payroll checks – asked to add direct deposit to agenda
- Spent a lot of time on the 2023 budget and reviewing the revenue – sent to Leo
- Built the 2023 revenue for review
- HUGE Thank you to Laura Wishart – Last year hall rental was around 10k this year they are at \$19,225 through September – and the budget was \$9,470. It will come in 10k or more over budget. We are also hearing compliments on how clean the hall is now when people are renting.
- Discussions with Shelly related to reclasses of revenue – Cable Franchise Fee and tow lot reclass
- Requested tow lot information for the website along with report fees Police charge
- Researched Tow Lot fee increases and Toledo tow lot – Toledo charges \$160 per tow and \$20 a day – we increase the tow lot fees in 2021 \$120 to \$145, 2/2022 \$145 to \$165 then again at the last meeting - \$165 to \$185 – I want to revisit and understand how we can justify making \$100 a tow per car – seems erogenous
- Did research on resolution on parking on the streets during a snow storm – trustees can enact a resolution, post in papers, and put-up signs – asked to add to agenda – have sample of a townships resolution to reference
- Junk Cars – asked to add to agenda for review and discussion – per Jerry Mayfield at the zoning meeting Chris should be enforcing, sending letters, and then towing – not a zoning issue – asked to see past letters

- Asked for more information on OVI hours and the backup to the invoices we send in for reimbursement
- Asked for information on OVI hours – on average how many 911 calls during those monthly hours? How many arrests? How much time spent on court cases? How much time spent on paperwork? We bill 19% for admin but that covers our overhead only. I do not see where 911 calls; paperwork time or court time is being OR can be charges back to the grant.
- Asked for information on traffic stops outside the twp and our those stops causing costs to the township – 911 calls, paperwork and court time
- Correspondence with Leo to keep up on Township concerns and issues

**Leo Britton Township Administrator/zoning
Report for Tuesday, September 27, 2022 meeting:**

New check being issued for shelter house

Hand dryers have been returned and installed

Ended up sending out 9 bid packages

Continued with Chad Klavinger on his transition to Roads Superintendent

Couple of calls on water main breaks on Shoreland

Sent out 5 blight notes

Curbs were installed on 2611 not sure it is going to work waiting next rain

Gave out 1 permit

Waiting on appeal on Terry Picking BWC claim.

Sent out spreadsheet to track township assets

Emergency key box installed for shelter house

Continue to Work with John Borrel on Raintree village

Received 3 more chapters of Lexipol from the police department

Attended zoning meeting

Talked to county about zoning of raintree village for the appraiser requests.

Toledo door following up on leaking door

Working on Revenue budget

Starting to gather info for the 2023 budget

Looking at OVI info that trustees have requested

Talked to Trustees to keep up to speed.

Michele Nowakowski/Fiscal Officer

Report for Tuesday, September 27, 2022 meeting:

Volunteers

A picture has been added to our website of our volunteers, after taking their oath during our September 13th meeting.

Creekside Glens Plat 1 Resurfacing Project

Funds have been certified to the Lucas County Engineering Project Manager in the amount of \$304,668.

The Auditor of State’s office informed me that the entire project will need to be documented and revenue & expenditures are to be segregated. They also informed me that the County’s share of this project is to be receipted in & expended out of the Gas Tax fund for the purpose of this roads project.

OPWC makes payments directly to the contractor for their share of the projects.

A resolution to establish a capital project fund would be needed in order to document in UAN OPWC’s share of expenditures.

Estimated share of expenditures:

Lucas County’s	\$21,672
OH Public Work’s Commission’s (OPWC)	\$299,832
Washington Township’s	\$282,996
Estimated Project Total	\$604,500

The Township’s portion will be paid out of multiple funds:

- 2011 MVLT
- 2021 Gas Tax
- 2031 Roads
- 2231 Permissive MVLT & possibly
- 2273 Local Fiscal Recovery fund.

The projected schedule is as follows:

	Begin Date	End Date
Engineering/Design/Right of Way	08/01/2022	12/31/2023
Bid Advertisement & Award	01/01/2024	04/01/2024
Construction	05/01/2024	05/01/2025

Payment wouldn't be expected until 2024. Lucas County Engineer's Office will submit our application on our behalf. They have all necessary documentation from our Township to submit.

Internal Controls

Monthly checks are being done to ensure we are receiving all expected revenue and payments from Medicount. Medicount is the company for EMS billing.

Since the initiation of our cash management policy, I have seen an increase in the number of deposits made. All deposit logs are being filed. Thank you to all employees for complying and for all your extra effort in making more timely deposits. Please contact me if you are running low on deposit tickets.

Documentation on fuel purchased for township vehicles is also tracked and monitored.

A Fuel/Inventory/Usage & Fuel Card/Account Policy is currently being developed.

Resolutions

Revenue Budgets Resolution. Budget is due to the County by October 1st.

Park: Moving money between programs to pay for mower.

ARPA: Sidewalk cost of \$17,771 to Scotts Quality Concrete and dismiss resolution to pay out of General Fund.

Ron Kay-Fire Chief:

Report for Tuesday, September 27, 2022 meeting:

Captain Cook with day shift crew have been working with Lucas County conducting hydrant inspections throughout township.

Lucas County BOE requested use of administrative office area for November 8th general election.

**Chris Kaiser- Police Chief:
Report for Tuesday, September 27, 2022 meeting:**

Called Motorola to check on the status of our new portable radios. They said the radios are in, however waiting for microphones and other software.

The Township had a rash of cars that were entered and property stolen on the evening of 9-19-22 and early morning hours of 9-20-22. Approximately 15 cars. The suspects were caught on video by several victims (not good enough to make identification). Most items taken were small and most loose change from each vehicle. All reports state the vehicles were left unlocked and had no reports of vehicles being physically broken into. Investigation ongoing.

Completed the LESO audit for weapons issued to us through the government.

Have been working on Lexipol, however this past week was extremely busy with criminal reports, answering emails, complaints, and request for past reports, logs, past tow receipts/paperwork.

D/C Hart is working with Leads to finish up their audit.

Chad Klavinger – Road Superintendent

Report for Tuesday, September 27, 2022 meeting:

Trim trees and cleaned up brush at Shoreland Park

Work on small John Deere mower for Gov Deals

Took plow truck to General truck for PM and service

Cleared bushes and debris from Brendamar Ct and put top soil down. Need to plant grass seed

Reinstalled street signs at – Woodfox – Redfox – Torgler – Belpre

Installed no dumping sign at Shoreland park

Swapped John Deere mower decks, tires, cleaned, and greased

Worked with Lucas County Sanitary Engineers Dept. on water main break on Shoreland

Re-installed hand dryers at Shoreland shelter house

Installed new furnace filters for Shoreland Shelter House

Filled in pot holes in parking lots at Shoreland and Villamar parks

**Laura Wishart – Shelter House
Report for Tuesday, September 27, 2022 meeting:**

Painting of the hall complete 9/16/22. Looks great.

Renting continues to be steady, but not as busy as the summer. We are getting rentals for next year.

Completed online calendar.