



**TRUSTEES:** Don Barto, Sr. 517.581.6871  
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# REGULAR MEETING SEPTEMBER 27, 2022

Mr. Barto called the meeting to order at 6:02 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 – Chief Kaiser

Roads/Park – Chad Klavinger

**MOTION: APPROVE MEETING MINUTES FROM REGULAR MEETING  
September 13, 2022.**

Mr. Barto moved; Mr. Schuster 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](http://Washington-twp.com). If you have any questions about them, please direct them to the department heads.

## **Fiscal Officer Michele Nowakowski's financial report.**

### **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
<b>Washington Township's</b>	<b>\$282,996</b>
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.

### **RESOLUTION #54:22: REAPPROPRIATE THE PAYMENT FOR THE SIDEWALKS OUT OF THE ARP FUND INSTEAD OF THE GENERAL FUND TO SCOTTS QUALILTY CONCRETE \$17,771.00.**

Mr. Barto moved; Mr. Schuster seconded.

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

### **RESOLUTON #55:22: MOVE MONEY FROM PARK FUND'S PROGRAM 610 TO 760 TO PAY THE PURCHASE OF THE LAWN MOWER IN THE AMOUNT OF \$5,022.43.**

Mr. Barto moved; Mrs. Schlachter seconded.

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

Trustee Barto - Discussion on road project for bidding for the Raintree Subdivision repaving project on Redfox and Woodfox. Was posted in paper. Received 5 bids back.

1. Wells and Sons Paving they gave us two bids. Quote one is not really what we are looking for it was to more less just to put a band aid on the problem. We are not trying to do that. That bid was for \$176,480.00. The second bid was compared to what we are looking for that was \$237,900.00. They did not breakdown their bid enough to compare to the others.
2. Henry Bergman, Inc. bid was \$205,846.00. Came in lowest but doesn't seem like they are doing the same work as the others.
3. Gerken Paving, Inc. bid was \$301,798.50. Came in the highest.
4. Crestline Paving & Excavating, Inc. bid was \$248,570.25. Came in as one of the lowest.
5. Geddis Paving & Excavating, Inc. bid was \$267,389.16. Came in a little higher than the rest.

Crestline Paving & Excavating, Inc. and Geddis Paving & Excavating, Inc. are the only ones that had all the documentation that we asked for in the ad that we placed.

Discussion – Trustees, Chad and Leo.

**RESOLUTION: #56:22: AWARD CRESTLINE PAVING & EXCAVATING THE CONTRACT TO REPAVE THE RAINTREE SUBDIVISION/REDFOX & WOODFOX STREETS AS LAID OUT IN THEIR BID OF \$248,570.25. \$150,000.00 TO BE PAID OUT OF ARP FUND, FUND 2273 AND \$100,000.00 TO BE PAID OUT OF THE GAS TAX FUND, FUND 2021.**

Mr. Barto moved; Mrs. Schlachter seconded.

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

## **UNFINISHED BUSINESS**

### **Park sidewalk replacement along Rounding River**

Trustee Schuster overseeing project. Trustee Barto asked him status.

Trustee Schuster said they told him they were about a week, week and a half out they could start.

### **Police Lexipol update**

Chief Kaiser said they are making progress. Leo stated they will not meet the deadline of October 15<sup>th</sup>. They need to think about dedicating someone to just do that. It really needs to be done by the time its ready to renew.

### **Fire Lexipol approval**

#### **MOTION: APPROVE FIRE PORTION OF LEXIPOL.**

Mr. Barto moved; Mr. Schuster seconded.

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

### **Govdeals listings for police and roads update**

Police has not done anything more on it. Leo working on getting account set up for the road department. Thought there was an account used previously for roads. Thought they sold stuff before. Leo will see what Gov deals tell him.

### **Inventory for OTARMA update**

Leo will submit to OTARMA once Trustee Schuster gets him the stuff he needs. General is the only one he has right now.

### **Blessing building update**

Trustee Barto states we received an email from the Blessing family's attorney stating what they would like see done with the building. It has been forwarded to our attorney, John Borell to review and give us his feedback on it. We have not heard back from him yet.

### **WTPD jurisdiction on interstate**

Trustee Barto talks about House Bill 206 regarding police department being on the interstate. Chief Kaiser says he briefly read about it. Trustee Barto says it was approved and signed by Governor DeWine. It took affect September 23, 2022. We no longer have jurisdiction on the interstate because we are not a big enough township. Trustee Barto says unless we are specifically asked to participate in something that is going on we really shouldn't be on the interstate. Chief Kaiser says they really do not go on the interstate unless they are called.

Trustee Barto doesn't want police getting involved for example in a high-speed chase that is heading up I 75. He doesn't want them getting involved in.

They will be through the township before they can blink because they are going to be going 100 mph or more. The House Bill 206 specifically states that Townships with a population of 5000 or less do not have any jurisdiction on any interstate within the State of Ohio. Even if it is a section of the interstate that travels through a township. Emergency situations are different. Trustee Schuster wants to read up on it more. He says he is interpreting something different.

### **Slide**

Leo says it is still on order. Michele says we received the check for it.

### **Police lot tow fees**

#### Discussion

Trustee Barto says at the last meeting we raised the price of the tow lot fees to \$185.00 per tow. Trustee Barto ask Chief Kaiser if he agrees with staying within reason with what Toledo is doing. Chief Kaiser says he thinks that's fair. Trustee Barto asks Chief Kaiser if he is ok with moving the price back to \$165.00? Chief Kaiser says if it is going to cause an issue, he would be fine moving it back to \$165.00. Toledo is at \$160.00. Chief Kaiser gave Trustee Schlachter wrong information. He was told by a Toledo Sergent that they were raising theirs to \$165.00. Trustee Schlachter says let me read what the motions have been regarding the tow lot fees: the tow lot fees were increased in 2021 from \$120.00 to \$145.00. In February of this year (2022) it went from \$145.00 to \$165.00. Then at the last meeting we were asked to raise it another \$20.00. We are making \$100.00 a tow. Trustee Schlachter says I am not ok with that. Toledo pays more for a tow and they charge \$160.00 for a tow and \$20.00 per day and after 70 days they either junk them or auction them off. Trustee Schlachter says not every police department has their own tow lot. We are a small township to have one. Trustee Schlachter ask where the information is posted for the tow lot fees and how you get your car out etc. Toledo has it all posted on their website. Chief Kaiser says when someone's car gets towed, they are getting a card with the information on it. Trustee Schlachter wants Chief Kaiser to send her the information so she can post it on line.

**MOTION: MOVE TOW LOT FEES BACK TO \$165.00 from \$185.00.**

Trustee Schlachter moved; no second

**MOTION NOT PASSED**

Trustee Schuster pulls up Sylvania's tow lot fees and says they charge \$200.00. Trustee Schlachter asks what do they pay for a tow? Trustee Schuster says that I don't know. Says that the city raised tow fee by \$25.00 that was May 2022 its now \$200.00 to tow a car so we are under what Sylvania charges. Trustee Schlachter says but we are right by Toledo and they charge \$160.00.

**MOTION: MOVE TOW LOT FEE TO \$175.00 FROM \$185.00.**

Discussion

Trustee Schuster says he was fine with what they voted on last week.

Trustee Schlachter says we would be making \$100.00 a car that is outrageous. We tow 50 cars a month. Trustee Barto says you have to look at it this way these people aren't law abiding people driving to church on Sunday these people are criminals that we are towing their cars.

Trustee Schlachter says you don't have to preach to me it's outrageous and I am not going to change my mind. Go ahead and put your motion in and you guys' vote.

Mr. Barto moved Mrs. Schlachter seconded.

Mr. Schuster no, Mrs. Schlachter yes, Mr. Barto yes.

**Police overtime**

Chief Kaiser says they are doing the best they can. They have brought it down. Says you can ask the fiscal officer, for the year we are pretty much on course. Michele says your expenses this year are much better than last years and your revenue is higher this year than last year too.

Trustee Schlachter asks wages are better this year or expenses? Wages?

Michele says overall. Trustee Schlachter says expenses not wages.

Michele says I didn't check just one specific thing I am looking at the whole picture of things. That is what it boils down to at the end of the year is how much is in the fund, what is left.

Trustee Barto reminds Chief Kaiser that he has asked him a few times to work on recruiting and or putting an ad out to look for officers. Maybe check Owens. Trustee Schlachter asks Chief Kaiser about the resumes he said he mentioned at the last meeting he had to look through. He said he did have some they disappeared. He said they did hire two from some resumes a little while back. Those are the two newest officers.

There was one but he came in and withdrew his resume and another one Chief turned down.

## **2023 Budget deadline**

Trustee Barto said we need to set a deadline for the budget. Trustee Schlachter ask Michele when she needs all the expenses to her by. Michele says before December 31, 2022 there has to be a Resolution for Appropriations no later than that date because she has to have them loaded on January 1, 2023. Appropriations are different then expenses. The Revenue Budget needs to be approved and sent into the County by October 1, 2022. Trustee Schlachter says the meetings in December are the 13<sup>th</sup> and the 27<sup>th</sup> you probably want the board to have them in and voted on at the December 13, 2022 meeting. Michele said that would be great that would give her time to load them too before the actual January 1, 2023 rolls over.

Trustee Barto – Karen Mayfield wanted me to share this with you from Washington Local Schools. The do not enter signs are ordered and should be installed this week for the Shoreland bus loop exit on East Harbor. They are also restriping the road to direct people. Trustee Schuster says there is a bad spot in the road at the bend by East Harbor. Chad is going to contact the project manager from Rudolph Libbe to see about repairing. Should be under warranty.

## **New Business**

### **MOTION: APPROVE BOARD OF ELECTION TO USE THE ADMINISTRATION BUILDING FOR VOTING ON NOVEMBER 8, 2022.**

Mr. Barto moved; Mrs. Schlachter seconded.

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

### **MOTION: TRUSTEE MEETING ON TUESDAY, NOVEMBER 8, 2022 TO BE HELD AT SHORELAND SHELTER HOUSE DUE TO ELECTION.**

Mr. Barto moved; Mrs. Schlachter seconded.

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

### **MOTION: DIRECT DEPOSIT WILL NOW BE MANDATORY FOR ALL WASHINGTON TOWNSHIP EMPLOYEES.**

Mr. Barto moved; Mrs. Schlachter seconded.

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



**RESOLUTION #57:22: PROHIBITING PARKING ON ANY TOWNSHIP STREET OR HIGHWAY DURING A SNOW EMERGENCY PER OHIO REVISED CODE SECTION 505.17.**

Mrs. Schlachter moved; Mr. Barto seconded.

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

**Junk car disposal process**

Trustee Barto ask Chief Kaiser the police departments process for getting rid of junk cars from the tow lot.

Chief Kaiser explains you have to first do a state lien, title search on the vehicle to find out if there are any lien holders, send the owner a certified letter they have 10 days to respond back if they don't respond back within the 10 days or you get the certified letter back unclaimed or it's signed for and letter comes back then we can start the process to get rid of it. Chief Kaiser had a car towed off someone's property for them. Trustee Barto ask to explain what happened and why he had it towed. Chief Kaiser said the homeowner wanted it off her property that it was her sisters that got arrested and she wanted it off her property. He said he did a lien search and it ended up being her deceased husband's car. It was her property and she wanted it off her property and by law if she wants it off her property Chief Kaiser said he can remove it. Trustee Barto says you can't do it that way. You just can't tow a car if someone ask you to. Chief Kaiser says yes you can. Trustee Barto says you can't. I would like to meet with you and Jerry Mayfield so I can explain to you how the law actually reads because you are both wrong. Things have to be documented Trustee Barto says. Chief Kaiser ask if they can talk about it not at public meeting.

**Revenue budget**

Trustee Schlachter states that her and Leo had worked on the Revenue Budget and it was sent out to Trustee Schuster, Trustee Barto and Michele via email to review. It was printed off as well. We took into count this year's budget where we are at year to date and put estimates in in order to fill in the different account numbers. I did the first pass at it then I sent it to Leo to review. We wanted to get it to Michele so she has time to put in certain templates that she uses. Leo did not change anything. Budget looked higher last year because of the ARP money. Trustee Schlachter looked at the taxes for the past two years but did not want to use what Lucas County gives us she wanted to use what we actually had and added a little to it.

She said we could come in a little higher but not comfortable with what the county gave us because we were way down the last two years. Michele said she totally agrees with the property taxes, she's right on with those figures that Trustee Schlachter has. Leo says it saves you from going to department heads in October and telling them that we are going to get less money than you have to adjust their budget. Michele states it did make up in some areas that went to high so it made up some of the difference overall but it's good to have those figures as correct as you can right from the start. Michele says there are some things that are not on here. The PACE Energy Project we will be getting an assessment from the property owner next year and that will be for the next 10 years. Trustee Schlachter ask do you know how much that is going to be? Michele says yes, it is \$1,685.70 a year given to us semiannually broken out into two payments. That should be included and be in their own fund. Trustee Schuster ask why are the two accounts forecasted to be lower? The permissive motor vehicle license tax and the road and bridges. Why are those down? Trustee Schlachter replies property tax. Trustee Schuster ask motor vehicle tax is tied to property taxes. Trustee Schlachter ask Trustee Schuster if he reviewed all this when she sent it out via email last week? Leo said isn't that one coming in under this year. The forecast is. We are on target to come in under the amount we forecasted last year. Trustee Schlachter says the budget was \$8,855.00 and as she forecasted out as annual at \$6,433.00, she put the budget around \$8,600.00 a little bit higher than what we are coming in. Michele said she agrees she feels that it is a little high too on that one. Trustee Schlachter says the \$8,600.00 is to high? Michele says yes, a little high on that one. Michele says there are other ones I see need to be changed. Trustee Schlachter ask Michele did you see the email regarding all this that I sent out last week for you to review? Michele says I did but I was told that I would only put in the figures and you asked Leo to look it over. Trustee Schlachter says true but you could of gave your input or sent an email and said something looks high or you don't agree with it but its ok. Michele questions the special revenue for lighting and said we made a Resolution and we are not going to be getting \$28,540.00. Trustee Schlachter said I asked you in an email what we were getting and you sent me the amount of \$28,540.00. Michele said that is what we had from last year or from the current year. Trustee Schlachter says but you knew what I was working on so if it was a different amount why didn't you say something and send me that amount. It wasn't clear. It should be \$18,705.00 in that line. Michele also says she doesn't agree with the police figure of \$666,800.00 she thinks it is to low.

Trustee Schlachter says there is a lot of Govdeals in there and ceased money. We can't count on that money. Michele says last year's revenue comes in at \$684,000.00 for police. This year's year to date is \$696,000.00. On an average they receive \$40,000.00 in revenue during the months of October, November and December and that's even through the Covid years. Trustee Schlachter ask you did look at this when I sent it out to all of you last week? Michele said you didn't ask me for my input. You strictly asked for Leos. Trustee Schlachter ok and asks then why are you giving it to me now. Why didn't you say something when the email came out. Michele said because I want everybody to know before they pass the Resolution. Trustee Schlachter asks again why didn't you say something last week? Michele said you didn't want my opinion. Trustee Schlachter says then why are you giving it to me now? Michele said because she wants the other Trustees to know and I want the public to know. Trustee Schlachter suggest that we table this and we will have to have a special meeting to make the October 1<sup>st</sup> deadline. Then Michele can give us her input of where she thinks we should and then we will make a decision off Micheles information. Trustee Barto ask why weren't we getting Micheles input she is the fiscal officer? Trustee Schlachter says she let her know that her and Leo were working on the revenue budget and I copied her on it. Michele said I told them to feel free to call me, if they need help on it, she was available. Trustee Schlachter says by the way it is our decision as trustees on the budget. Michele says I am looking at the figures that you're presenting and I just want them to be accurate figures. Trustee Schlachter says I am 100% confident that these figures are accurate. Leo says you are a lot better to have these numbers low then have them inflated. Michele said I can see what you're doing you want to make the figures low in some areas so the expenses won't be as high. Trustee Schlachter says the only one I wasn't given correctly was the special lightening and then I would say the PACE one those are the only two I am not confident with. I went through every line item of Revenue. I am not going to be budgeting for Govdeals or forfeiture because it is no guarantee. I am 100% confident in my budget. Michele says she has said what she has to say. It is the Trustees responsibility to do and pass the budget. Someone from the audience states but Michele is doing a good job. Trustee Schlachter says it is not her job to do the budget it's the Trustees job. Trustee Barto says she should have an input though. I want Micheles input. Trustee Schlachter says that is why I send it out to all of us and no one replied with any input till now.

I wish she would of gave this input when I asked when I sent the email out. Michele said you didn't say please review. You said I was just to input it once it is approved. Trustee Schlachter says your job is to input it we were supposed to approve it today. Trustee Barto wants Micheles input on this. Need to set Special Meeting. Ask Trustee Schuster and Trustee Schlachter when they are available. Trustee Schuster says he will make himself available whenever. Trustee Schlachter says she doesn't need to she is 100% ok with what they have. She has given her input if they want to change it or feel it's not right, they can change it. Trustee Barto wants Micheles input or he is not voting on anything.

Continued discussion regarding police budget. Repeat from above.

Trustee Schlachter says if you plug revenue in there and its higher doesn't come in like Leo said we will have to come up with expenses that we put in there for 911. Then we will have to get in their savings. She just doesn't feel comfortable changing the police to what Michele wants to she doesn't want to over inflate revenue she can't tie back to. Trustee Schuster says his gut feeling is that if he had to make a decision right now, he would go with the budget Trustee Schlachter provided with the two changes on the two accounts that Michele brought up the PACE Energy and special lighting. Trustee Schlachter says the revenue budget has been over inflated two years in a row. Thats why she took a deep dive in it this year.

**Special Meeting set for 4:30 on September 29, 2022 for revenue budget.**

**MOTION: APPROVE SUPPLEMENTAL APPROPRIATIONS, BLANKET CERTIFICATES, PURCHASE ORDERS AND CHECKS NUMBERED 49737 TO 49759 & ELECTRONIC PAYMENT NUMBERED 635 TO 672 TOTALING \$39,387.12.**

Mr. Barto moved; Mrs. Schlachter seconded.

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

**AND \$15,342.03 FOR ACCOUNTING AND \$24,045.09 FOR PAYROLL.**

Mr. Barto moved; Mrs. Schlachter seconded.

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

**MOTION: Adjourn meeting at 8:09 P.M**

Mr. Bart moved Mr. Schuster seconded.

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

Approved by:



Don Barto



Kellie Schlachter



Mark Schuster



Kimberly Kay