

Kellie Schlachter – Trustee

Report for Tuesday, January 10, 2023 Meeting

Created and sent out the December 2022 Newsletter.

Posted newsletter and minutes to the website.

Updated website.

911 TAC call with Stacey, Andy, and Tim.

Reached out to legal around paid holiday time off and what is legally required- We are required to pay and list Juneteenth as a holiday- discuss at meeting.

1/11/23 – Attending - 911- TAC meeting.

Researched gov deals resolution wording and check with legal.

Reached out to Chris and legal regarding Don Atkinson.

Reached out to Chris and Leo regarding police chase and damage to our car- get details,

Researched IRS rules for qualified nonpersonal vehicles and get legal opinion related to unmarked car and personal use– discuss policy change.

Don Barto - Trustee

Report for Tuesday, January 10, 2023 Meeting

Daily updates with Leo regarding management concerns and decisions.

Emailed attorney for advice on various topics.

Updates to Facebook for resident information.

Meeting with Chief Kaiser and Eric to discuss hiring for police.

Answered questions from residents regarding community Christmas tree.

Met with Laura briefly for update on park revenue for 2022.

Talked to Eric and Shelly about detective car and taxable personal use.

Leo Britton - Township Administrator/Zoning Report for Tuesday, January 10, 2023 Meeting

Talked to resident on Belpre about Tree she will try to work with Insurance department. If they won't she says she can't afford to have it taken down.

5th wheel on Belpre should be removed by the 9th of January they need someone with a big truck.

Worked on getting invoices for final year end payroll.

Met multiple times with department heads on their budgets.

Worked with Trustees on cost saving ideas for budget.

Did CIS forms for all employees for pay raises.

Did CIS forms for Andrew Whitmore and Michael Chandler leaving.

Sent email to trustees to approve a policy exception for vacation for one employee.

Worked with Chris and Eric on schedule to lineup with budget.

Worked with Shelly on revenue budget, expense budget.

Called insurance about tires on police car.

Gathering pricing for 2023 budget.

Talked to Ron about Ambulance.

Finished Township Org chart.

Talked to trustees about day-to-day activities.

Michele Nowakowski – Fiscal Officer

Report for Tuesday, January 10, 2023 Meeting

2023 Budget

Over 100 Purchase Orders have been created to encumber appropriations to pay invoices we will receive for this year.

Wage appropriations for Park have been split for 2023 to better track the shelter cost expenses. I have also adjusted appropriations to better track other Shelter Park bills such as: Republic Services, Utilities, Buckeye Cable, Verizon & purchased services.

Every Dept. Head will need to pay close attention to their 2023 budget reports throughout the year to know what is in their appropriations. At the end of the year especially, it starts getting tight. If foreseeing any unusual purchase or if not enough is in an appropriation, I need to know before a purchase is made.

Payroll Leave Balances

Employee Leave Balances have been added for 2023

4th Quarter 2022 Quarterly Reports/Annual Reconciliations

Reports & reconciliations for 2022 have been submitted before deadlines. This includes reports for: IRS 941, ODJFS, OHIO IT 941, City of Toledo and OPERS Non-Contributing Report.

BWC True-Up

The Bureau of Worker's Comp True-Up Report will be due soon. I anticipate we will be receiving a refund due to the change in scheduling. By placing employees on scheduled shifts at the station, put the wages of the employees into the lower cost classification, thus reducing our expenses.

Chief Kay – Fire Department

Report for Tuesday, January 10th, 2023 Meeting

Request board approve EMS transport billing increase.

Request board approve fire safety code enforcement program. Program will adhere to Ohio Fire Code 106.2.

Request board approve expenditure of \$2680.00 to add inspections and properties module to our ESO electronic report & record keeping program. This was a budgeted item for 2023.

2022 year-end report summary complete. Will review with board at meeting on 1-10-23.

Chad Klavinger – Road Department

Report for Tuesday, January 10, 2023 Meeting.

Completed final trip around township for leaf pickup.

Ordered fence screen for tow lot.

Called Tree Monkey for 5526 Brophy.

Installed EMERGENCY SNOW ROUTE signs.

Put oil dry down on Alexis Rd after an accident.

Installed plows on trucks.

Plow and salt after storm.

Received salt from Lucas County.

Repaired salt shed tarps.

Started installing fence screen around tow lot.

Installed stop sign at Jasik and Capri.

Installed crosswalk sign on East Harbor.

Picked up debris from Belpre boat launch.

Laura Wishart – Hall/Shelter House

Report for Tuesday, January 10, 2023 Meeting

Replaced all feet on chairs at hall so they won't scratch the newly polished floors.

Washed all the lower cabinets at the hall.

Finished inputting changes to Lexipol for Police Department.

Chief Kaiser – Police Department

Report for Tuesday, January 10, 2023

All officers have completed their mandatory 24 hours of Continuing Professional Training (CPT) for 2022 per State mandates. Most officers exceeded the 24 hours.

4 unclaimed vehicles from the tow lot have been sold on Govdeals. The total is \$14,500. 1 other vehicle is listed waiting for the auction to end. Additional vehicles are pending listings on Govdeals.

Like to commend Ptlm. T. Fall and Ptlm. T. Picking for responding to a burglary alarm at 5318 Patriot. Both officers having over 25 years of experience and an astute knowledge of criminal elements, took the investigation deeper than most to unravel additional evidence of another crime, which led to the seizure of 12 pounds of marijuana and approximately \$6700.00 cash.

Like to commend Deputy Chief Eric Hart for his outstanding work performance and tireless effort in investigating the homicide at 206 Moss Creek on December 18, 2022. He responded, preserved the crime scene, interviewed witnesses, collected evidence, attended the autopsy, and was able to effect a quick arrest of the individual responsible for the murder of Keichell Cardell.

Requesting executive session for personnel matters regarding future new hires.

Requesting the Trustees to approve the transfer of two additional vacation days into 2023 in addition to the 40 hours being carried over for D/C Hart which were unable to be completed in December 2022.

2022 closed with a record number of firearms related cases and resulted in 31 firearms being booked into evidence.