

Kellie Schlachter - Trustee

Report for Tuesday, June 13, 2023 Meeting

May newsletter.

Updated website.

Posted on FB.

Wrote testimony for 911 funding to be submitted on 6/6/23.

Reviewed and approved payroll.

Reviewed and signed checks.

Discussion with Leo regarding township matters.

Read, replied to emails.

Replied to messages for residents.

Review Police logs.

**Leo Britton Township Administrator/zoning
Report for Tuesday, June 13, 2023 Meeting**

Signs and banners picked up and installed.

Met with Art Roberts.

Met with Robin Byczynski.

Reviews for all department heads turned into trustees for approval.

Issued a lot of Blight notices.

Taken over the Roads department as of May 29th until replacement is hired.
Complaints about boats, campers, and cars parking.

Gave out 3 permits.

Working on permit request for 2753 Shoreland Ave for Pole Barn.

Followed up with Republic on Cul-de-sac issues and let them know they will be getting a bill for us repairing damage.

Worked with Chief Kaiser to enforce no parking on cul-de-sacs going forward.

Continue to monitor budgets.

Continue monitoring scheduling.

Tree on Brophy has been taken down working on bill to send to tax department.

Updated website.

(Continued)

Leo Britton - Township Administrator/Zoning

Update on project for Don from Laura.

Monitored Curb project making sure there was flag men and barrels were cleaned up.

Continue working with Lexipol on single sign on (Probably not happening).

Followed up on progress for Ferguson project.

Continue Working on project to see if we can do better job purchasing.

Working with vendor on monthly charge for gasoline.

Asked Chris to begin forwarding non-emergency number to police cell phone outside the 8 to 4 shift.

Talked to Trustees to keep up to speed.

Talked to Chris about Mini-Bikes.

Many questions about Golf carts.

Working on job description for Roads Supervisor.

Staying up to date on Advance life support with Chief Kay.

Fixed internet at the Shelter house system needed rebooted so cameras could be viewed remotely.

(Continued)

Leo Britton - Township Administrator/Zoning

Put cameras back in position at shelter house had been moved.

Reviewed camera to see who tagged the slide and rock wall. Didn't go back far enough.

Setup 2 new employees in Trupay, email, and Atrium Door system.

CIS form filled out for Chad Klavinger leaving including paying back CDL expense.

Email upgrade with Host Pappa.

Renewal for Norton Anti-Virus.

Worked with Kim and employee on possible Workers Comp Claim. Not filed at this time.

Met with the roads department to review list of open or planned items.

Continued conversations about trailer park 4 more trailers have been taken down. Also getting grass taken care of. Alexis Rd. frontage finally mowed.

Michele Nowakowski – Fiscal Officer

Report for Tuesday, June 13, 2023 Meeting

Record Retention Schedules

Schedules have been typed and are being reviewed, documents have been added, and a Records Commission meeting will need to be scheduled soon.

Budget Reports

Monthly budget reports have been submitted to each department head for their review and management reports are being printed for trustees' review.

May's bank reconciliation has been completed and the Fund Summary Report has been placed on the website under Financial Updates.

Records Requests

Multiple records requests have been processed.

Budget Presentation

I have requested a capital needs list from each department head to be submitted to me by May 31st for the next budget presentation. To date, I have only received one. I will redirect this presentation to display an analysis on the shelter park rentals and will give an update as to where we stand on our current budget.

Accounting ACH Payments

Electronic ACH (bank to bank) payments have been submitted (through our Huntington web-site) for some vendors that give their account information for us to post into.

Templates have been made for vendors we continue to do business with, for future payments. This also includes any employee reimbursements that normally would be paid by warrant (check).

Some vendors require us to make ACH payments directly from their site.

All others, continue to receive a warrant by mail.

Chief Kaiser - Police

Report for Tuesday, June 13, 2023 Meeting

Had an officer and patrol car in the Point Place Parade to represent Washington Township and the police department.

The police department is prepared for the Washington Township Firefighters fireworks display to be held on Saturday June 24th, 2023. The entire department should be there for security and crowd control.

Detective Hart has been working on several sexual abuse reports. He will be presenting a rape case to the Lucas County Grand Jury to seek an indictment against the suspect.

The speed/radar sign is still out of order awaiting replacement parts. According to Leo, the parts should be here this week.

All police personnel have had their annual performance evaluations completed and turned in to the trustees for review.

The police department sold 2 unclaimed vehicles on govedeals.com Had a 2019 Toyota Corolla sell for \$7107.00 and a 2009 Hyundai sold for 3450.00.

Chief Kay – Fire

Report for Tuesday, June 13, 2023 Meeting

Request board approve the hiring of Michael Tolles and Connor Lambert as probationary paid per call firefighter/EMT's.

Request board approve the expenditure of \$1,110.00 to cover the tuition cost of Asst. Chief Yunker and Firefighter Michael Roberts attending State Fire School at BGSU. Chief Yunker completed Fire Officer 3 class and Michael Roberts completed Arson investigation course.

New Medic 72 on schedule for mid-August delivery. New Motorola mobile radios ordered this past week from P&R Communications.

All SCBA's (breathing apparatus) were flow tested on 5/24/23. Flow testing was completed by Fire Safety Services. Few minor issues repaired and were covered under warranty. All WTFD members were FIT tested to wear an SCBA face piece at training night on 5/24.

WTFD attended the annual Point Place/Shoreland Parade on 6/3.

WTFD assisted Toledo Fire/Rescue with a large outdoor fire in the 5800 block of Edgewater Drive on 6/3. This incident involved multiple departments to contain.

**Chad Klavinger – Road Department
Report for Tuesday, June 13, 2023 Meeting**

Clean boat launches and hauled debris to dump.

Backed filled the Cul-de-sac on

Continue mowing

Chase Cook started

Had the company doing the Curbs to backfill and seed property by doctors' office and testing lab on Summit and Shoreland.

Still working with T ASD about log jam at the end of Pageland in the river.

Raked & Dragged diamonds at Shoreland Park.

Work on sign grant.

Worked with county on storm sewer on Shoreland.

Installed Park signs and Shelter House banners at park

Submitted paper work for grant replacing signs

Street sweeper is scheduled for the first week of June.

Blight cleanup on Brophy. Putting numbers together to be put on taxes

Worked with Fry-Fyter on fire extinguisher testing

Fix Pot Holes on Woodfox and Belpre

Fixed Pot Holes on Bahiamar

Finished Screening at tow lot

Back Flow testing done at Blessing Building

Laura Wishart – Hall/Shelter House

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Received 16 calls this month, resulting in 5 future rentals.

Thanks to Chief Ron Kay for letting me borrow some chairs from the Fire Department for a rental at the hall.

We continue to have ball games at the park on Saturday's along with renters at the hall. We only get congestion in the parking lot when the games run over and we have 4 teams parking at the same time.

I have made a sign which I place before the bend of the driveway after the first game is over, indicating "parking for the shelter house/hall only beyond this point" and I monitor the situation until the last game starts. People are being cooperative, and we have had no further issues.

Had 1 rental cancellation this month. Talked to Don about changing the cancellation policy in the contract.

Answered all phone calls and e-mails. Met with renters. Completed all paperwork. Made all necessary bank deposits. Regular cleaning of hall after rentals. Ordered cleaning supplies for the hall.