

Kellie Schlachter – Trustee

Report for Tuesday September 12, 2023 Meeting

Review and approve payrolls.

Review and sign checks.

Update website.

Create and send August newsletter.

Review video related to a stop.

Review information related to a car sold.

Conversations with Leo related to township businesses.

Michele Nowakowski – Fiscal Officer

Report for Tuesday, September 12, 2023 Meeting

AFLAC

Attended a meeting with Leo, Kim & AFLAC Reps to go over supplemental insurance offered at a group rate for township employees. Aflac Reps would like to discuss this supplemental insurance with our employees. Employees could be directly invoiced instead of withholding out of payroll. Not all employees work every pay period to have this deducted. Currently, 3 employees have this insurance.

Process Improvements

Met with Leo and Kim to discuss new hire forms & processes. A checklist to include employer steps were discussed before the Board Meeting and Trustees hiring approval. Also, templates and form letters were discussed to make it easier and to ensure all necessary information is included.

Supplemental Budgets

Created Supplemental Budgets for Park and Police per our resolutions from our last meeting and created necessary purchase orders.

Roundtable Meeting

I attended a Fiscal Officer Roundtable meeting sponsored by Ohio Township Association. Many topics were discussed.

Interest Rates

Star interest rates continue to be higher than our GIDP interest rates. However, Star is not FIDC insured. Many Fiscal Officers vary their accounts and do not invest entirely in Star.

(Continued)

Michele Nowakowski – Fiscal Officer Report

Star's rate is currently at 5.48% and GIDP is at 3.98%. Huntington offers an investment program similar to GIDP currently at a rate of 5.10% in which 100% is FDIC protected. A Resolution would need to be made if we were to use Huntington's investment program.

Financial Audit

The Auditor of State's office will be out to audit 2021-2022 financial records soon. Tentatively set to start the week of September 11th.

Budget Reports

August bank reconciliation has been completed, monthly budget reports submitted to each department head for their review and management reports will be printed for trustees' review. A Fund Summary has been placed on the website under Financial Updates.

Leo Britton – Township Administrator / Zoning / Roads
Report for Tuesday, September 12, 2023 Meeting

Gave out 6 permits.

Received notice we are approved for \$4,238.88.

Continue follow up on Blight.

Working on trying to find someone to help blight cleanup.

Met Aflac with Shelly & Kim.

Continuing to follow up with Republic & Stevens on Cul-de-sac issues.

Added a No Parking sign in the Bahiamar Court.

Met county after last rain our at Rosemar & Bahiamar. Pulled sewer cover and showed no backup.

Continue monitoring scheduling.

Reviewing the latest draft of the ALS contract.

Continues calls and site visits with County on Storm water backup on Shoreland and Summit streets.

Updated website.

Turned in report to receive money back from County for cleanup SWC.

Trupay added mandatory 2 level authentication effective 8/28.

Was at the Township during the storm.

(Continued)

Leo Britton's - Report

Scheduled meeting with Lexipol regarding single sign. Meeting is scheduled for 1st week of October.

Working with vendor on monthly charge for gasoline. Had meeting they will come back with some options. Talked to Ron about fire using them to try and up our volume discount.

Continue to work with OTARMA on insurance claims.

Repairs for building are on bid express with due date of 5/12 @2pm
Setup Trupay, door security, email, for Ryan Breininger who started 9/5/2023.

Talked to Trustees to keep up to speed.

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

Working on issue with email and us receiving email from any address ending in @uhc.com. We have had them whitelisted at server level now their IT looking at.

Roads

The Roads department put in a large amount of work to have the cleanups after the storm I would like to **Thank them** for all their hard work it has never looked better. Rick Phillips, Joe Castro, and Ray Barron.

Worked on using Chipper for branches for residents for latest storm

Cleaned out public accesses

Chase Cook is done with seasonal job and back at school. He is planning on returning next year. Thanks, Chase, for all your hard work.

Continue to use county chipper. Township Chipper is repaired and ready for use.

Had introductory meeting with Rick, Ray, and Laura to meet Ryan.

Chief Ron Kay – Fire Department

Report for Tuesday, September 12, 2023 Meeting

Chief Kay attended start of school year safety meeting with administrative staff at Shoreland school on 8/15.

New Medic 72 was delivered on 8/21. Plan date to place in service is 9/6/23.

Hose and ladder testing was complete on 9/6/23.

Request board to approve leave of absence request from EMT Jody Gruesbeck. Jody requested LOA from 9/1/23 to complete her paramedic school. Completion date 1/1/24.

Request board approve the hiring of pay-per-call firefighter Cory Clapper to probationary firefighter. Pay rate of \$12.00 per hour.

EMT Sherralynn Cook completed and passed EMT instructor training and is now certified to teach and train our members EMT continuing education to help maintain members certifications.

Laura Wishart – Shoreland Park Hall/Shelter House
Report for Tuesday, September 12, 2023 Meeting

Received 31 calls this month, resulting in 14 future rentals. Some were looking for rentals in August which were already booked.

Continuing to get bookings for next year.

Met with 1 more company to get estimate for damages to buildings at Shoreland park for roofs and siding.

Answered all phone calls and e-mails.

Met with renters. Completed all paperwork.

Made all necessary bank deposits.

Regular cleaning of hall after rentals.

Chief Chris Kaiser – Police Department

Report for Tuesday, September 12, 2023 Meeting

Our new Dodge Durango police patrol unit has been delivered on August 22, 2023. We have arranged to have decals and lettering put on and made arrangements with D.R. Eble police supplies to have necessary equipment installed.

Requesting the board to accept volunteer employee Jared Babka resignation from the police department.

Requesting the board to take possession of 2 tow behind trailers 14- foot and a 12-foot trailer that were impounded during traffic stops. Reason for possession would be for unregistered, untitled, cannot determine ownership and unclaimed property. Both have been in storage and unclaimed since 5-27-23 and 7-11-2023 respectively. Either for township use or permission to auction.

Have an unclaimed 2018 Genesis G-80 vehicle on govdeals.com auction site. Current bid is over \$21,000 as of this date. Auction has about 7 days remaining.

Requesting the boards permission to place in a public auction the Ford Explorer old unit #91 after it is stripped down of old equipment.

The speed monitor/radar portable sign has been fixed and in service. It has been positioned at the corner of Shoreland and Holliday for data and to slow traffic.

Have been using the Clover credit card application to take payments for the impound lot via the internet. This should help with cash handling and less trips to the bank.