



**Chief Chris Kaiser – Police Department**  
**Report for April 9, 2024**

1. Requesting the Board to accept the resignation of Patrolman Justin Jackson from the police department effective January 1, 2024. He has accepted a job with the Monroe County, Michigan, Sheriff's Office.
2. The police and fire department were at Shoreland School on Wednesday, March 20 to oversee the school's tornado drill, moving the entire school into the safe room.
3. Sold the 2013 Ford Taurus patrol car on auction site (GovDeals) for \$3,250.00 and sold an unclaimed work trailer for \$2,025.00.
4. Had to take in car #89 202 Ford Expedition to Bauman Ford for repairs. They reported that the front differential was leaking and needed repair. They gave us an estimate of \$2,700.00. They are going to see if they could cover the cost under the drivetrain warranty.
5. The Ohio Peace Officer Training Academy (OPOTA) has finally rolled over the State-mandated training courses for year 2024 for all police officers in Ohio. The mandatory number of hours will be 24 for each officer. The state will assign which courses are mandatory (16 hours) and each department will have electives (8) to meet the 24 hours requirement.
6. Will be hosting a Lucas County OVI checkpoint at Suder and Shoreland and another at Suder and Alexis on Friday night between the hours of 8 p.m. until 2 a.m. All of this funded through the State of Ohio, traffic safety grant.



## **Chief Mike Bailey – Fire Department**

**Report for April 9, 2024**

1. Chief Bailey attended all RCOG TAC and LCFC meetings gathering information regarding the ALS reform, dispersal of county EMS assets and various other topics affecting the county Fire and EMS system. The March LCFC meeting was hosted by our department and well received by those who attended, thanks to the crew who helped make it a success.
2. Bailee Markowiak was added to the Lucas County drug license and is fully operational as a Paramedic with the department. I would ask that Bailee's probationary period be shown complete and become a badged member effective April 9<sup>th</sup>, 2024.
3. I would like the Trustees to accept the resignations of Shelby Clawson and Lexi Garber. Lexi shared with the department her plans to join her fiancé in Port Clinton as he begins a new career there.
4. The March 17 Firehouse Breakfast was a great success! Crews worked hard and it showed, as plenty of positive compliments were received and thanks for the return of a sorely missed department tradition.
5. A new Fire Department kitchen table and chairs were donated by Former Chief Matt Hart and will be an amazing addition enjoyed by our crews for years to come!
6. The Fire Department secured its own medical drug license in preparation for the proposed June EMS reform. Application, drug inspection and site inspections were completed with the State of Ohio Board of Pharmacy to become compliant.
7. The Shoreland Firefighters Association/Fire Department would like to ask for the road closures needed for the June 29<sup>th</sup>, 2024 Fireworks display as the permit was granted for the event. All closures should commence at 7pm until 12am or as deemed appropriate by the Chiefs of Police and Fire.
  - Summit closed at Jasik
  - Coveview closed at Summit
  - Shoreland closed at Holliday
  - Shoreland closed at Raintree
  - Summit closed at 131<sup>st</sup>

## FROM THE DESK OF MICHELE NOWAKOWSKI/FISCAL OFFICER

**Tuesday, April 9, 2024 Meeting:**

### **Resolution**

#### **4401 Fund Capital Projects**

According to AOS Bulletin 2003-004 all local governments participating in Issue 2 funds must for each project awarded, establish a Capital Projects Fund to account for both the Issue 2 monies and local matching funds if fund authority exists. This would only be used for the OPWC grant since funds with appropriations for local share do not give authority to transfer.

### **Sick Leave Accrual**

In our last meeting, it was noted that our sick leave policy did not include wording for accrual amounts and limits. Verbiage was sent to Trustees as requested for this policy.

### **Public Record Requests**

I received & processed public record requests.

### **Payroll Set-Up**

Payroll has been set up for our newly hired employees. Job descriptions were requested for new positions.

### **OPERS**

I met with Chief Bailey to discuss new hire's withholdings. OPERS has many exceptions to eligibility. Any position that requires fire training is not eligible for OPERS. We received clarity needed from OPERS Compliance to set up the proper retirement withholdings.

### **OTA Recorded Presentations**

I watched additional presentations from OTA Winter Conference. Included: Solar Eclipse, Financing Township Purchases, Roles in the Township, HR on a Budget.

### **Webinar**

Attended webinar from OTA regarding best practices to organize files.

### **Vendor & Resident Letters**

Created letters for Vendors whose bids were not accepted for our Fuller Creekside Glens road project and for residents/owners who may be affected with this project. I gave these to Trustees & Roads Manager to mail or distribute.

### **Lucas County Engineer's Meeting**

I attended the annual meeting with Lucas County Engineer's Office to discuss upcoming projects. Next year, the roundabout on Summit and Shoreland and in 2026 work on Suder is projected to take place. No township funds were said to be needed for these upcoming projects.

## FROM THE DESK OF MICHELE NOWAKOWSKI/FISCAL OFFICER

### **Quarterly Reports**

Quarterly reports have been completed and will be sent to ODJFS and IRS.

### **Budget Reports**

March bank reconciliation has been posted.

Management Reports will be printed for trustees' review.

Monthly Budget Reports will be sent to Dept. Heads.

A Fund Summary has been placed on our website under Financial Updates.

### **Oath**

On April 1<sup>st</sup>, I took my oath to start my new 4 yr. term of office. In my last 2 yr. term I was required by the Auditor of State to achieve 6 hours of training: 45.50 hrs. were achieved.

### **Reminder to Dept. Heads**

According to policy 626.3 (2a), "Reimbursements will not be given for purchases made with personal credit cards". Trustees must give authority for any exceptions to policy.



**Ryan Breininger – Roads Superintendent**  
**Report for April 9, 2024**

- Early pothole patching
- Check stormwater outlets in Shoreland areas
- Township LED Conversion incentive \$1,165.51 approved
- Park table: refurbish with new wood and paint
- Painting of park playground equipment
- Water leak issue identified and addressed
- Repaired Police and Roads jumpstart boxes
- Attended yearly meeting with Lucas County Engineers office
- Passed all classes and tests for CDL endorsement
- Repaired salt shed curtains from wind damage
- Completed the Confined Space Training class
- Quoting trees, road, and storm sewer needs
- Baseball fields maintenance with leveling and new screenings
- Repaired baseball diamond infield drag
- Fuller Creekside Prevailing Wage Rates Guide: studying for upcoming requirements



**Leo Britton – Township Administrator/Zoning**

**Report for April 9, 2024**

- Setup PC for fire to use with TV by workout area: will be backup “I Am Responding” program.
- Removed 1 employee from TruPay, door security, and email that had resigned.
- Worked with police on speed sign asked to put on Brophy.
- Monitoring possible zoning change 2740 Shoreland will require a variance to be given (no updates).
- Multiple questions on permits.
- Sent list of signs to Ryan.
- 4 calls on dumpsters on streets; worked with Police.
- 2 trailers parked on street; turned over to Police.
- Ordered hard drive for the park for one set of security cameras.
- Met with the Trilby Baseball, Washington Girls Softball, and Coaches Pitch area managers to make sure everyone is on the same page for usage of the fields.
- Asked Ryan to put some fresh screening on the ball fields and fill in low spots.
- Updated website.
- Setup new employees hired at last meeting in TruPay, door security, and email accounts.
- Monitoring blight issues in township.
- Met with all employees who are on township insurance about their doctors and what insurance provider their doctors are under - Paramount or Mercy.
- Met with RJ Ranier about different insurance policies available to the township.
- Issued “Stop Work Order” for no permit and more than two accessory buildings on Petee Lane property.



**Laura Wishart – Hall/Shelter House**

**Report for April 9, 2024**

- Received 30 calls/e-mails this month, resulting in 9 future rentals.
- Answered all phone calls and e-mails.
- Appointments with renters to complete contracts. Processed all paperwork.
- Made all necessary bank deposits.
- Met renters at hall to give key and explain amenities of hall and cleaning requirements.
- Appointments with potential renters to view hall.
- Regular cleaning of hall after rentals.
- Attended monthly Township Meeting.
- Worked on a project for Don.