

03/07/25 For Tuesday, March 11th's meeting:

Recap

In our last meeting, a status change was motioned for one of our patrolmen to move to part time. Board members were appointed to the Volunteer Firefighters' Dependents Fund, the shelter park rental fees were waived for Shoreland's sixth grade picnic, a brief discussion was held on the round-about and lighting, and I gave my recommendations for policy changes on policy 626 to control monthly spending and to set controls for spending within set budgets.

It was also discussed to approve a change in the split we currently have for our shared expenses at Shoreland. The shared expenses include: heat, electric, water, internet, building tax and trash pick-up. The requested change was to split the costs of the shared expenses evenly between General, Police & Fire. Currently, the split is 60% Fire, 20% Police, 15% Administrative, 2.5% Roads & 2.5% Park. No Board decision was made and they wanted more information on square footage, cost and usage before motioning into approval.

Amazon Business Prime Account & Credit Card Policy

I have met with Kim & Leo regarding the Amazon Business Prime Account. We have successfully set up our existing Business account to Prime. This change will initiate more savings on purchases and no shipping costs will be incurred.

Due to the Auditor's recommendations regarding segregated duties, I would like our Elected Officials Assistant (or designee) to continue to place the orders on Amazon for all departments. I have also requested the change of billing, to be a monthly invoice to each department, instead of the current practice of charging purchases on the administrator's credit card. I am asking the Board to re-evaluate and set the parameters of spending and to revise our policy 626 according to recommendations already submitted. I also recommend the Prosecuting Attorney to review the changes before implementing.

Shared Expenses

I spent much time on creating a data table and pivot charts to reflect the cost and usage of our shared expenses before the move from Blessing and after the move to Shoreland. I found the usage to be about the same at Shoreland before the move and after the move except for trash pick up and internet.

Within four years, the costs difference at Shoreland only went up \$585 between all the shared expenses after the move into Shoreland. Some of this cost increase is due to vendor price increases since 2020. However, from consolidating to one building, the savings between these shared expenses for our township, exceeded over \$9,000.

The square footage for both Blessing and Shoreland was measured. I have requested the areas of square footage for each department at Shoreland and at Blessing.

My recommendation was requested regarding the shared expense split. I am recommending that the shared expenses remain the same this year and revisit this again in October before the budgets are set in the next calendar year. Once I receive the information on each department's square footage, I may then give an accurate report before budgets are worked on for next year.

Tru-Pay Time & Attendance System

I have witnessed many times the frustration & difficulties our Dept. Heads are having with the current time & attendance system, not to mention the errors it creates. I am requesting a discussion to consider another alternative method for recording our time & attendance. Most townships (in our County) simply have a paper form recording their time and I am asking the Board to consider going back to this method. It would save us approximately \$1,200 a year by eliminating this service. We would also save from time spent using & correcting errors with the current system in place.

Fuller Creekside Glens Roads Project

I received the final estimate for payment along with the OPWC disbursement request form from Lucas County Engineer's Office. The final amount due the contractor is \$57,881.46 which represents the total amount work completed of \$568,516.96 less previous payments. The disbursement request is for \$46,507.03. Of this request, \$25,412.42 is to be sent from OPWC to the contractor (Gerken Paving) leaving a balance of \$32,469.04 to be paid by our Township. Lucas County Engineer's Office is to be reimbursed \$21,094.61 from OPWC for design and construction inspection time.

Back in June of last year, it was mentioned that the project was estimated to go over \$30,000. However, a resolution will need to be passed to pay Gerken the \$53,572.30 amount over the contracted amount of \$514,944.66. (Again, of this amount, \$32,469.04 is requested to be paid by the Township).

As stated in our contract with Gerken, work was supposed to be completed in October, last year.

Lucas County Engineer's Office received from Gerken, the letter of intent to complete the project to satisfaction. The engineer's office stated they will follow up this Spring for the contractor to finish. A copy of this letter has been requested.

An official Change Order was received on March 5th to accept the additional charges for this project.

I have also requested a maintenance bond from Gerken before a final payment is made to them.

Blight Assessments

We recently received from Lucas County, \$7,648.63 in blight assessments from the resolutions made in previous years. A resolution will be needed to transfer the money placed into our General fund to the appropriate fund, each blight project was paid out of.

2025 MARCS Grant

The Fire Department received this grant in February. This grant is specifically to be used for the purchase of new radios. The amount received was: \$37,250.18. Resolutions will be needed for the additional revenue and appropriations.

Resolutions

- Gerken Overage of Contracted Amount
- Revenue Budget to OPWC #4401 Fund for Disbursement Request
- Appropriation Budget in OPWC #4401 Fund for Disbursement Request
- Blight Transfer of Funds
- Revenue Budget Increase to 2192 Fire Fund for 2025 MARCS Grant
- Appropriation Budget Increase to 2192 Fire Fund for MARCS Grant purchase.

Withholdings.

All withholdings have been paid before the deadlines and reports have been submitted.

Budget Reports

February Clover On-Line Payments Statements Verified

January Medicount Statements Verified

February Bank Reconciliations have been posted.

Monthly Budget Reports have been sent to Dept. Heads.

Fund Summary Reports have been placed on our website under Financial Updates.

Management Reports will be printed for trustees' review.



Chief Chris Kaiser – Police Department

Report for March 11, 2025

1. The Police Department is working with the Washington Local Schools (WLS) in an attempt to see a grant for the implementation of a FLOCK camera system around the Shoreland School campus. This grant is from the Ohio Attorney General's office to help with the safety and security of schools. This would be a win-win for the schools and the police department. This system, if received, would enable the police department to access ALL FLOCK cameras in and around the Toledo area.
2. Had patrol vehicle #89 taken to Bauman Ford for engine and transmission problems. The vehicle has since been fixed and is back in service.
3. Sold two unclaimed motor vehicles from impound lot at auction. Received a little over \$4,000.00 for the two.
4. The Police Department is ahead of schedule for the Ohio-mandated 24 hours of Continuing Professional Training (CPT). We have set timelines to complete such training in 8-hour increments with a goal to have all training complete by fall of 2025.
5. With warmer weather approaching and the ballgames to begin at Shoreland Park soon, we have a plan to monitor the parking problems and address the issues as they arise. Will be speaking with the area coaches and leagues to advise them of the parking regulations and laws. The Police Department intends to be very proactive and visible around Shoreland Park during the softball season to ensure a smooth traffic flow and ensure the safety of all.



Chief Mike Bailey – Fire Department
Report for March 11, 2025

1. Chief Bailey attended all scheduled RCOG TAC, Policy Board, and Lucas County Fire Chief meetings.
2. The Fire Department received all the portable and mobile radios, and Mobile Data Terminals purchased in part with our \$37,250.18 Marcs Grant Award. We will work now to get everything programmed and installed ahead of schedule.
3. The Fire Department needs Trustee approval for the additional expenditure of \$23,878.14 in radio purchases above what was originally approved prior to the Marcs Grant Award. I will also need a supplemental appropriation for the same total of \$23,878.14.
4. The Shoreland Firefighters Association has planned a Spaghetti Dinner for March 22nd from 3-7pm. Public Welcome!
5. I'm requesting the Trustees' approval to hire Kara Grabowski as a probationary member.
6. Update: Construction of the Airboat is well underway! Progress pics were sent and things look great so far!
7. The Fire Department has been awarded yet another grant, the State Fire Marshal Fire Department Training Grant in the amount of \$9,064.20. (This brings the Fire Department's Grant Awards to \$47,314.38 in recent months!)



Roads & Parks Department – Ryan Breininger
Report for March 11, 2025

1. Road salting and plowing/Prepping vehicles
2. LED lighting upgrade for energy savings at Blessing Building
3. OUPS locates for 811
4. Backhoe replacement: Searching
5. Cleaned carpet for Fire Captain's office refresh
6. Started conference room refresh
7. County siren alarm assistance
8. Snow blower repairs
9. Plow repairs on Dodge V plow
10. Hand soap and towel dispenser refills
11. 811 Dig class refresher



Leo Britton – Township Administrator/Zoning
Report for March 11, 2025

1. Laura, Ryan, and I met with TBA, TJJ, WTGSL, and the Washington Local Youth Athletics to schedule Shoreland Park fields and Villamar Park.
2. Setup an email fields@washington-twp.com for any fields or park questions during ball season.
3. Having Kim order Porta Potty for Shoreland Park and Villamar Park; cost will be split 5 ways.
4. Cleaning up email issues from service provider.
5. Had boat removed from Merchants Landing on Summit St.
6. Calls from Bill Whitaker on Woodfox about issue with damage to his fence. Working with Chief Kaiser on issue.
7. Met with Michele and Kim for meeting with Amazon Business.
8. Michele, Kim, and I set up Amazon Business and converted to monthly billing instead of credit card purchases.
9. Preparing to add (Payment Redirect Policy) to our policies for Michele.
10. Warming up - will be out more with weather breaking for blight.
11. Zoning variance was approved and homeowner was issued permit.