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REGULAR MEETING February 11, 2025

Mr. Mayfield called the meeting to order at 6:00 p.m.

Pledge of Allegiance

Roll Call: Mr. Schuster, yes; Mr. Mayfield, yes; Mr. Barto, yes.

Also Present:

Fiscal Officer – Michele Nowakowski

Township Administrator – Leo Britton

Department Heads Present:

Fire – Chief Bailey

Police – Chief Kaiser

Roads and Parks Superintendent – Ryan Breininger

Announcements from Trustees and Department Heads:

Mr. Schuster - Trustee

- Property on Summit Street used to be a car wash is now going to be a used car lot.
- Invited feedback from residents regarding what they want to see developed on the empty lot across from the car lot on Summit Street and in Merchants Landing that will bring value to the township.
- Invited John Henry to deliver an opening prayer.

Mr. Barto – Trustee

- Would like to thank Mr. Schuster for taking care of the old car wash property on Summit Street and cleaning it up. The Township had zoning violations on that property in the past and now it is being maintained and looks nice.

Mr. Britton – Township Administrator

- We received the checks from the OTARMA Grants for Police and Fire; both received \$1,000.00.

Mr. Breininger – Roads and Parks Superintendent

- Be careful driving tomorrow.

NEW BUSINESS

FINANCE

MOTION: Approve supplemental appropriations, blanket certificates, purchase orders and checks numbered 51013 to 51054 and electronic payments 58 through 185, totaling \$139,363.78; \$66,747.00 for accounting, \$72,616.78 for Payroll.

Mr. Mayfield moved; Mr. Barto seconded.

Roll Call: Mr. Mayfield, yes; Mr. Schuster, yes; Mr. Barto, yes.

Discuss Lexipol 623 regarding recommended accrual rate for vacation time.

Mr. Mayfield and Mrs. Nowakowski spoke about it this afternoon. He stated there is some confusion as far as how you earn your vacation time. When you read it in our policy book, it states you are eligible for vacation after one year of employment. The question was what happens when they quit two days later: do they still get their vacation time? Mr. Mayfield said he has seen legal cases where absolutely you have earned vacation time in the past; it doesn't matter - you can earn your vacation and quit the very next day. He stated Mrs. Nowakowski was comfortable with that. He asked Mr. Barto if he is comfortable with that and he replied yes. Mr. Mayfield stated they are going to move on from that then.

Discuss Lexipol 626 regarding recommended changes for use of credit cards.

Mrs. Nowakowski explains she was looking at the township's credit card policy and feels that the policy needs improvement. With the help of the trustees, she would like to have this looked at. This would be to control monthly spending more and to set controls for spending within set budgets.

What prompted this is we are being offered a free Amazon Prime Business Account and that would give more discounts and save us on shipping charges. This is being offered through the Ohio Township Association. The policy change that she would like to see done is that each employee be responsible for tracking their own spending amounts and only putting their department purchases on their own card. She would also like to have the department heads be more conscious of their spending, and make sure they do not go over the budgeted amount and what's been appropriated on that budget line.

The department heads receive budget reports from her monthly. If the department heads notice that there is not enough on the budget line to make the purchase, she would like them to notify her before the purchase is made if more money needs to be added which may require board approval. Also, when she has to encumber money after a purchase is made, she has to create a Then and Now Purchase Order which auditors frown on. This is what she is trying to prevent so we are in compliance with everything.

A policy change will help control the spending limits within each department. Regarding the Menards credit card: there are at times a lot of small purchases are made within the departments each month but, at the end of the month, they all add up. She wants to hold people accountable for their spending and wants limits set.

Mr. Mayfield would like to move forward with this as well. He would like to wait another month to get more details figured out. He's not sure how they can handle all of it. She encourages that. She wants the policy looked at and to be reworded and have set guidelines. She also would like everything to be approved through John Borell. Mr. Mayfield asks that, in the meantime of getting all this together, he would like the employee purchasing an item to only use the department head's credit card that the item is for.

TABLE POLICY CHANGE UNTIL NEXT MEETING.

FIRE

MOTION: Appoint Board Members to the Volunteer Firefighters' Dependents Fund. Chief Mike Bailey, Asst. Chief Bill Long, Jerry Mayfield, Don Barto, Bryon McIntosh.

Mr. Mayfield moved; Mr. Barto seconded.

Roll Call: Mr. Schuster, yes; Mr. Mayfield, yes; Mr. Barto, yes.

POLICE

MOTION: To amend Patrolman Joe Gill's change of status form, from last meeting, effective date to go to part-time as February 1, 2025.

Mr. Mayfield moved; Mr. Barto seconded.

Roll Call: Mr. Mayfield, yes; Mr. Barto, yes; Mr. Schuster, yes.

MOTION: Approve Invoice for Criminal Justice Coordinating Council in the amount of \$20,955.00. (Yearly Invoice for NORIS services)

Mr. Mayfield moved; Mr. Barto seconded.

Roll Call: Mr. Schuster, yes; Mr. Mayfield, yes; Mr. Barto, yes.

TRUSTEES

MOTION: Approve Minutes from January 14, 2025 Organizational Meeting.

Mr. Mayfield moved; Mr. Barto seconded.

Roll Call: Mr. Mayfield, yes; Mr. Schuster, yes; Mr. Barto, yes.

MOTION: Approve Minutes from January 14, 2025 Regular Meeting.

Mr. Mayfield moved; Mr. Barto seconded.

Roll call: Mr. Mayfield, yes; Mr. Barto, yes; Mr. Schuster, yes.

MOTION: To correct the financial split for the airboat as follows: \$27,861.46 from the General Fund and \$41,938.54 from the Fire Fund (to correct difference of \$.46 from last meeting).

Mr. Mayfield moved; Mr. Barto seconded.

Roll Call; Mr. Mayfield, yes; Mr. Barto, yes; Mr. Schuster, yes.

Discuss the Split of the Shoreland Building Expenses for 2025.

The split now is Fire pays 60%, Police 20%, General 15%, Roads 2.5% and Park 2.5% of Buckeye Cable, Republic, Department of Public Utilities, Toledo Edison, Columbia Gas.

Mr. Mayfield spoke to Chief Bailey and he suggests that we don't include Roads and Parks Department for the split because they are barely there in the Shoreland location. He suggested that we make the split between General, Fire, and Police and have each of those three pay 1/3 of the invoices. Mr. Barto agreed.

Mr. Schuster said any commercial lease is based on square footage. When he did the calculations, he felt police should only pay 2.5 percent based on square footage and usage. Chief Bailey stated this is not a commercial lease; we are talking about the split of utilities.

Chief Kaiser said he doesn't want this to become an issue between police and fire. He was told that when they moved to the Shoreland Building it would reduce the cost of utilities and save money for his department. He would not be happy with paying 1/3 of the utilities.

Mr. Brittson stated we should have had this discussion before the budgets were set. Mrs. Nowakowski agrees. Mr. Mayfield stated he feels the General Fund is paying too much because General only has one employee there all day.

Chief Bailey stated whether you have one employee or twenty, you're not going to heat the building any less. He feels the fire department doesn't use any more water than anyone else.

The fire department only has two people there, eight hours a day, who stay in the day room or kitchen. The police department is there 24-hours a day, and they leave a light on at all times. We all use the same amount of internet.

Chief Bailey feels they use less electricity than everyone else because the main room is not a fire department room anymore; it is an administrative room. The lights out in the bay are not on all day. He has two people here eight hours a day - not twenty-four hours. Phone is billed for three lines: fire, police, and administration.

Chief Bailley agreed if they were talking about paying property tax, then he could see basing it on square footage. But they don't pay that and there is not a commercial lease or property payment. Mr. Mayfield stated he understands but, in the end, it is up to the Trustees to decide on the number.

Mr. Schuster asked if it is costing anymore for utilities having the police here than before? Chief Bailey replied absolutely. Mr. Schuster felt, if anything, it should go the opposite way and police should be paying less - not more. Mrs. Nowakowski was asked to research and provide figures for the next meeting; she said she will try to come up with something that is fair.

TABLE SPLIT PERCENTAGES UNTIL NEXT MEETING.

MOTION: Waive rental fee for the Shelter House Shoreland Elementary sixth grade picnic for 2025.

Mr. Mayfield moved; Mr. Barto seconded.

Roll Call: Mr. Schuster, yes; Mr. Mayfield, yes; Mr. Barto, yes.

Discuss Roundabout and Lighting.

Mr. Mayfield states the construction on the roundabout will be starting. They do not have an exact date yet. New light poles are being put in today. Mr. Mayfield received a call from the county last December explaining because the lights in that area belong to the township, and we are the only ones that can approve them being removed. Edison is paying for them to be moved. Those lights will be replaced by twice as many lights. They're taking four lights down, that we are paying the bill on, and they're putting up eight lights in that the county will pay the bill on. Our share is \$2,100.00 to have four lights removed. As far as Mr. Mayfield knows, there will not be any additional charges to the township for the project.

Mr. Mayfield would like Chief Bailey to start thinking about, when the work begins on the roundabout, what the fire department's plan is going to be for alternate routes and what will work best when their calls come in to the nursing home, and over in that area when the corner of Shoreland and Summit is closed. Mr. Mayfield feels Shoreland to Raintree and cut through the neighborhood would be the best, but he said it is strictly up to the fire department.

The county thinks the construction will be due to start in about 45 days which will be around June 1, 2025. Another concern - if the start date is June 1, 2025 - is the Shoreland Fireworks that are always set off at that corner.

Mr. Mayfield would like to have an informational meeting next month about the roundabout for those who have concerns or questions, and spend more time going over it at that meeting.

Mr. Barto would like to open that meeting up to residents and Point Place residents as well. Somebody in the audience stated that it has been proven that roundabouts save lives. Mr. Mayfield stated there have been several accidents at that corner and one fatality. It's been proven that roundabouts save lives and reduce the severity of crashes.

MOTION: Enter into Executive Session at 6:44 p.m. under 121.22(G)(1): To consider the employment and/or compensation of public employee.

Mr. Mayfield moved; Mr. Barto seconded.
Roll Call: Mr. Schuster, yes; Mr. Mayfield, yes; Mr. Barto, yes.

MOTION: Return from Executive Session at 7:13 p.m.

Mr. Mayfield moved; Mr. Barto seconded.
Roll Call: Mr. Schuster, yes; Mr. Mayfield, yes; Mr. Barto, yes.

DELEGATIONS/PUBLIC COMMENT

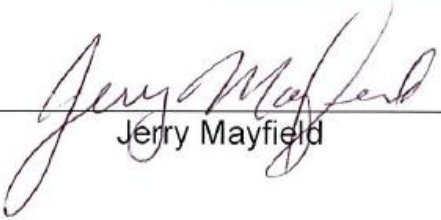
A resident spoke regarding another resident letting their dog go to the bathroom several times a day in Shoreland Park and not picking up the dog's waste. Police have received complaints as well. They are aware of this and will speak to the resident.

Another resident witnessed Shoreland School students, when practicing an evacuation drill in the park, stepping in all the dog waste because there was so much.

With no additional business or comments, Mr. Mayfield adjourned the meeting at 7:19 p.m.

Mr. Mayfield moved; Mr. Barto seconded.
Roll Call: Mr. Mayfield, yes; Mr. Schuster, yes; Mr. Barto yes.


Approved:




Jerry Mayfield



Don Barto, Sr.



Mark Schuster



Kimberly Kay