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REGULAR MEETING March 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

- Mr. Schuster has had a few people inquire about the property that is located at the corner of Shoreland and Suder, the old Oar House. He informed them that that property is not located in the township. Mr. Schuster reached out to Theresa Morris, the District 6 representative from the City of Toledo, and she said that they tracked down the owner of the property. The city is taking them to court to do something with the property, but it is a slow process.
- Invited John Henry to deliver the opening prayer.

Mr. Barto - Trustee

- Mr. Barto, Mr. Mayfield and Mr. Breininger met with the County for the Annual Roads Meeting and got answers to questions that they had regarding the roundabout that is going in at Summit and Shoreland. Fireworks will not be affected. They are planning to start roundabout the first week of July. They said it will take 45 days to complete. Many signs will be posted that the intersection will be 100% closed and signs posted down by the expressway letting drivers know. There will be detour signs at Sterns and Summit detouring southbound Summit traffic to westbound Sterns, to southbound Suder. Trucks will not be able to go through the neighborhoods. Police to assist with monitoring this. Summit Street bridge will not be able to be accessed during this time.

Chief Bailey – Fire

- Shoreland Firefighter Association will hold a Spaghetti Dinner, March 22, 2025 from 3:00 p.m. to 7:00 p.m.
- Fire Department has been awarded the State Fire Marshall Fire Department Training Grant for \$9,064.20. This brings the total Fire Fighters Grants awarded so far in recent months to over \$47,000.00. Thank you to Assistant Fire Chief Bill Long for writing most of the Grants.

- Mr. Schuster asked how the airboat is coming? Chief Bailey states they are working on it and are making progress. With the ice being gone, he hasn't really pressed them on it. Chief Bailey has pictures of it being built if anyone is interested in looking at them.

Leo Britton – Township Administrator/Zoning

- Last week we had a resident ask for a zoning appeal for his house at 2453 Point Pleasant Way after his application was denied. He wanted a three-foot set back instead of six. The Zoning Appeals Board did approve it for him.
- The township website and the internal email was down for a few days last week from Thursday until Sunday. The host company we use out of California hosts our email and our website, and they did an upgrade on all their servers and, when they went in and did the cleanup, something happened. They had said that they had the township's website pointed at our email and the email pointed at our website. Sunday night it was back up.

Mr. Mayfield – Trustee

- Mr. Mayfield explained why it took so long to schedule the Zoning Appeal meeting for 2453 Point Pleasant Way. He said there were a few questions regarding it. Several things went wrong at the same time: In December, the chair of the Zoning Board of Appeals resigned so they didn't have a chairperson. They couldn't appoint a new one until the January meeting. Then, the Organizational Meeting happened to be pushed back to later in January. At that meeting they scheduled the Zoning Appeals Meeting that had to be scheduled 10 days later or more. Then they realized the signs they have to put up, notifying of the meeting, had the Blessing Road address on them so they had to order new signs.

Mr. Mayfield spoke to home owner and he wasn't going to start the project until after the winter anyway. The Zoning Resolution states that a meeting is to be held within 20 days after the zoning application was denied. Mr. Mayfield feels that needs to be changed; sometimes it is hard, with everyone's different schedules and the different postings in the newspapers that have to be done. When the Zoning Board meets again, they need to look at changing that to give more time to schedule Zoning Board of Appeals Meetings.

NEW BUSINESS

FINANCE

MOTION: Approve supplemental appropriations, blanket certificates, purchase orders and checks numbered 51055 to 51088 and electronic payments 186 through 308, totaling \$137,795.28; \$72,293.55 for accounting, \$65,501.73 for payroll.

Mr. Mayfield moved; Mr. Barto seconded.

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

RESOLUTION #04:25 for Blight Removal Funds: To permanently move \$6,549.06 from the General Fund and divide it as follows: \$865.91 to the Police 2191 Fund; \$2,400.00 to the Roads 2031 Fund; \$3,283.15 to the Roads 2021 Fund.

Mr. Mayfield moved Mr. Barto seconded

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

RESOLUTION #05:25: Supplemental Revenue Budget in #2192 Fund in amount of \$37,250.18 (from the Marc's Grant from the Ohio Department of Commerce, Division of State Fire Marshall) to go toward the purchase of radios, a qualified purchase of this grant.

Mr. Mayfield moved; Mr. Barto seconded

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

RESOLUTION #06:25: Supplemental Appropriation Budget in #2192 Fund in amount of \$23,878.14.

Mr. Mayfield moved; Mr. Barto seconded.

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

Discuss Creekside Glens Road Project final payment.

Mrs. Nowakowski stated the amount due for Gerken is \$57,881.46. From that amount the township is going to be paying \$32,469.04. The contract amount that we agreed on by a Resolution was \$514,944.66. The work completed came to a total of \$568,516.96. That's a total of \$53,572.30. We would have to approve the overage before any more is paid to them. Back in June, it was mentioned that it would probably go over by about \$30,000.00, but a Resolution was never made to approve any overage other than the contract amount because we didn't know what the final figure would be but now, we do. We are to request, which Mrs. Nowakowski did, a maintenance bond before the final payment is paid.

The project hasn't been completed to total satisfaction yet. They were supposed to complete it by October 17 of last year. Lucas County received a letter of intent from Gerken the contractor stating that they will complete it to satisfaction. Mrs. Nowakowski requested a copy of that letter but hasn't received it yet. The county stated they were going to follow up in the spring with Gerken to make sure it gets done. She hasn't heard back from Gerken yet regarding the maintenance bond that she requested.

Mr. Mayfield stated he thought we might be able to approve this today but he feels we need to wait and see when all this stuff comes in. The project was \$50,000.00 over what it was quoted. Sara Rowland, from the county, gave us a list of all the items that were over the amount of the contract so that we could see what they actually did.

Mr. Schuster stated that, looking at the paperwork, they have everything nicely broken out - that they did - to the penny. But he is surprised at a \$53,000.00-plus bill that we weren't expecting. He says he doesn't understand how we can be expected to pay \$53,572.30 worth of additional work without prior approval.

Mr. Mayfield is not sure if Gerken reached out to the county, or not, to let them know.

Mr. Mayfield would like to look into it and revisit next meeting and he would like Mr.

Schuster to contact Josh Hazard at the county.

Tabled until next meeting.

Discuss Tru Pay

Mrs. Nowakowski would like to eliminate TruPay Program and go back to having employees hand-write their time cards. She does not care for how long it takes on payroll Monday to get to her, and feels there are many errors that occur; she does not trust the

system. She reached out to several townships in Lucas County and there are still six or seven townships that still use the hand written/paper time card method. They do not have an electronic system like we do. She would like the trustees to consider going back to that method.

Discussion was held regarding TruPay data entry versus hand written time cards, and how time consuming it is to review problems with the TruPay system.

MOTION: To have Michele Nowakowski, Fiscal Officer, decide if she wants to keep TruPay or go back to manual entry.

Mr. Mayfield moved; Mr. Barto, seconded.

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

FIRE

MOTION: Appoint Kara Grabowski to Washington Township Fire Department as probationary EMT at a pay rate of \$15.00 an hour effective March 11, 2025.

Mr. Barto moved; Mr. Mayfield seconded.

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

MOTION: Approve additional expenditure of \$23,878.14 for radio purchase paid by Marc Grant.

Mr. Mayfield moved; Mr. Barto seconded.

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

TRUSTEES

MOTION: Approve Minutes from February 11, 2025 Regular Meeting.

Mr. Mayfield moved; Mr. Barto seconded.

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

Discuss Lexipol 626 Regarding Recommended Changes for Use of Credit Cards.

Mrs. Nowakowski sent an email to trustees back in February asking them to look at the credit card policy because she feels there should be some changes made and there is room for improvement.

She doesn't like the idea that one credit card is being used for most of the purchases made on Amazon for all departments. We now opened an Amazon Business Prime Account so we will be getting a monthly invoice. She feels the way the policy is stated now there is a lot of room for error. She would like to see spending controlled better and make sure people are not spending outside their budget. She does not want to see sharing of credit cards and wants purchases made for the department only on that department head's card - not on someone else's credit card. She would like to see people using Menards Credit Card at Menards, not Huntington Credit Card, because that would allow us to take advantage of the discount/rebates when using the Menards credit card.

Discussion was held on some of the other changes she would like to see. Mr. Mayfield would like to see a complete version of the new policy she's suggesting and have trustees, department heads, and John Borell look at it - for their opinions - before making a decision. Mrs. Nowakowski would like the trustees to review email she sent in February because she didn't receive any feedback about it from them.

Tabled until next meeting.

Discuss the Split of the Shoreland Building Expenses for 2025.

Mr. Mayfield stated that Mr. Barto and Mrs. Nowakowski were leading this, and he thanked them for putting so much work into this and they did an amazing job. They looked at square footage and reviewed all past utility invoices.

Mr. Mayfield stated that when the trustees and Police moved into this building, the utilities didn't go up much. Mrs. Nowakowski went back and pulled past invoices from 2020, from the last year we were at Blessing Building, and pulled all the invoices that the departments share in this building now. She created four spread sheets, a data table, and pivot charts.

Her spread sheets show that, back in 2020, when we were at the Blessing Building, just by moving to the Shoreland building - and just looking at last year's expenses - it shows that the Township saved almost \$10,000.00. \$9,916.00 was for these shared expenses per year; that's for cable, electric, heat, garbage pickup, and water. Mr. Mayfield said that Mrs. Nowakowski's recommendation is staying with the current split for the rest of the year. They will revisit at budget time, at the end of the year.

Mrs. Nowakowski explained that, if you go by square footage and that way of pricing things, the fire would end up paying 68% instead of 60%; police would pay 16% instead of 20%; roads and parks would pay 6.66% instead of 5%; and administrative would pay 8% instead of 15%. Administrative is paying more than they should be. This includes common space areas like the kitchen that was evenly split between all departments. The requested split from Chief Bailey is 33.33% for fire, police and administrative.

Mr. Mayfield and Mr. Schuster agree with Mrs. Nowakowski's recommendation to leave the budget split as is until budget preparation for 2026. Mr. Barto added that, overall, their duty is to save as much as they possibly can for the taxpayers. The fact that they are saving almost \$10,000.00 a year by combining services by being in one building is a big thing.

Tabled: Revisit before 2026 Budget preparation.

MOTION: Enter into Executive Session at 7:13p.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 7:21 p.m.

Mr. Mayfield moved; Mr. Barto seconded.

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

Mr. Mayfield states when the trustees gave out raises this year, Chief Kaiser declined his raise to help the police department out. The trustees would still like to reward him for all his years here, so they would like to give him five (5) additional personal days in addition to what he already has.

MOTION: Grant Chief Kaiser five additional personal days in addition to what he already gets; not to be carried over - to be used this year.

Mr. Mayfield moved; Mr. Barto seconded.

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

DELEGATIONS/PUBLIC COMMENT

No one signed up to speak.

MOTION: With no additional business or comments, Mr. Mayfield moved to adjourn the meeting at 7:23 p.m.

Mr. Barto seconded.

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

Approved:


Jerry Mayfield


Don Barto, Sr.


Mark Schuster


Kimberly Kay