

04/04/25 For Tuesday, April 8<sup>th</sup>'s meeting:

### **Recap**

In our last meeting, I gave my recommendations and asked for Trustee involvement for improvements on policy 626 to control monthly spending and to set controls for spending within set budgets. I presented a display of charts & data portraying cost, usage and square footage to support my recommendations for the shared expenses split. An update was given on the Fuller Creekside Glens Road Project. A discussion was held regarding our current time & attendance system and a motion was made to change it. Resolutions were passed for the MARCS Grant and for the transfer of blight assessments received.

Resolutions were acted upon and submitted to the County Auditor's Office. An Amended Certificate of Estimated Resources was requested.

### **Roundtable Discussion**

I attended a Fiscal Officer Roundtable meeting sponsored by OTA and discussed various topics including vacation accruals, time and attendance systems and time cards.

### **Payroll Time System**

After receiving feedback from many other Fiscal Officers in Ohio regarding their practices on recording employee's time worked, I met with each Department Head to discuss the implementation of our new system to replace our current electronic system. The goal is to create a simplified method to lessen the errors and hours spent on preparing payroll. I created an excel spreadsheet to include timesheets for each employee and a tally sheet for each department. Each Department Head has been given the spreadsheet and this method is being tried while keeping the current electronic system active until further notification. Once the new method is adapted to, the old system will be retired.

### **Fuller Creekside Glens Roads Project**

I received the maintenance bond from Gerken. The engineer's office stated they will follow up this Spring for the contractor to finish. They also forwarded us Gerken's "letter of intent". The completion date on the

original letter of intent was stated as: 05/31/2023. Since then, a correction was made and resent to state year 2025. Gerken stated they intend to start completing the punch list the week of April 14<sup>th</sup>.

Sarah informed us that OPWC must fully close out of the project by May 1<sup>st</sup>, 2025. She is waiting for us to approve the OPWC disbursement payment.

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

Resolutions must be passed to make any additional payments for this project.

### **Public Record Requests**

Four public record requests were received and answered.

### **Opioid Settlements**

In April 2023, the Board passed an approval to participate in various Opioid Settlements. Just recently, I received an email notifying me of a Walgreens settlement that we have been earmarked to receive a partial settlement on. Any monies received have strict guidelines. It must be spent on the remediation of opioid use. This would include education given to the public. Soon I shall receive additional information in order to collect on this settlement.

### **Legacy Planning**

Wondering how a donation or gift in your will might make a difference in our Township? Please contact our Fiscal Office for more information.

### **Status Change Forms**

Status Change Forms will be needed for the resigned employees and one for Ryan to determine a percentage of wages, and what fund it is to be paid from, for his work he performs outside of Roads & Park.

### **Resolutions**

- Credit Card Policy #626 Revision
- Resolution to Approve Additional Expenses on Official Change Order (Fuller Creekside Glens Project)
- Revenue Budget to OPWC #4401 Fund for Disbursement Request (Fuller Creekside Glens Project)
- Appropriation Budget in OPWC #4401 Fund for Disbursement Request (Fuller Creekside Glens Project)
- Payroll Records Policy #609 Revision (time clock not required & clarifying minutes being paid) – Example: 1) paid every minute or rounded to 15 after 7 minutes worked past shift.
- Streetlight Assessments for Tax Year 2025 (to be assessed in 2026)

### **Withholdings.**

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

The quarterly report has been submitted to ODJFS.

Auditor of State will be sending a software update before UAN Users are able to access and submit the IRS 941 quarterly report.

### **Budget Reports**

March Clover On-Line Payments Statements Verified

February Medicount Statements Verified

March 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 April 8, 2025**

1. P and R Communications came to the station and installed new police mobile radios in all four (4) police cars. They also worked on the new portable radios to reprogram the latest updates that are necessary before the July 2025 deadline. All of these funds were in the budget.
2. We have been speaking with two (2) potential police recruits. We are looking for one (1) full-time officer and one (1) part-time officer to add to our roster. If hire, this will ease the overtime and scheduling problems.
3. Deputy Chief Hart, Ptlmn. Gearheart, and Ptlmn. Whitmore attended training in Maumee on Critical Incident Management. This training included how to respond, manage, and care for officers if and when there is an officer-involved shooting.
4. Still waiting for Washington Local Schools' decision on the Flock camera system in and around Shoreland School.
5. Have five (5) unclaimed vehicles from the impound lot to be placed on the public auction site, Govdeals.com.
6. Have been dealing with complaints about a said person not cleaning up after his dog in Shoreland Park. Deputy Chief spoke directly to the individual and, hopefully, it has resolved the issue.



**Chief Mike Bailey – Fire Department**  
**Report for April 8, 2025**

1. The Fire Department attended the Shoreland Elementary Fire Drill on February 4<sup>th</sup>.
2. Chief Bailey attended all scheduled RCOG TAC, Policy Board, and Lucas County Fire Chief meetings.
3. The 2024 Medicount Client Annual Report was received and showed an increase in patient transports overall, ALS transports, revenue per transport and revenue collected overall. In fact, the Fire Department collected just under an additional \$50,000 in transport money from the year prior.
4. Chief Bailey met with Michele several times to fine tune changes to the way we record payroll.
5. Assistant Chief Long and Chief Bailey catalogued all portable radios, mobile radios, and MDTs for programming and installation to be completed soon.
6. Chief Bailey was voted and confirmed as a member of the Lucas County Fire Chiefs Board of Directors.
7. All MSA SCBA's were assessed and found to be in working order and without a need for recall support.
8. I would like the Trustees to accept the resignation of Cory Clapper. Cory has expressed a desire to return once his schedule is freed up from being extremely busy.
9. I would like the Trustees to approve the payment of \$3,000.00 to our Medical Director for the yearly contact.
10. The Shoreland Firefighters Association hosted a spaghetti dinner in March that was a great success! Thanks to everyone who supported it.
11. Donny Dombrowski and Dustin Moon passed their National Registry exams to become certified EMTs.
12. The Fire Department renewed its medical drug license with the State of Ohio Board of Pharmacy to stay compliant.
13. The Shoreland Firefighters Association/Fire Department would like to ask for the road closures needed for the June 28<sup>th</sup>, 2025 Fireworks display. All closures should commence at 7pm until 12am or as deemed appropriate by the Chiefs of Police and Fire.

Summit St. closed at Coveview  
Summit St. closed at 131<sup>st</sup>  
Shoreland Ave. closed at Holliday  
Shoreland Ave. closed at Raintree



**Ryan Breininger – Roads & Parks Department**  
**Report for April 8, 2025**

1. OUPS locates for 811
2. Backhoe replacement - searching
3. Conference room refresh
4. County siren alarm assistance
5. Yearly County meeting
6. Replaced leaf springs on lawn trailer
7. Cleaned 2 salt trucks for the season end
8. Building access system - learning
9. Shelter House booking: education and addition to job
10. Double door repair on township hall: latching issue
11. Statewide siren test reporting
12. Roads: major pot hole filling
13. Unsafe light pole: reported to Edison
14. Garage door opener diag.: awaiting parts for repair
15. Storm drain and outlet cleaning



**Leo Britton – Township Administrator/Zoning**  
**Report for April 8, 2025**

1. Met with Jerry and R.J. Rajner (Savage & Associates) about insurance renewal.
2. Reviewed quarterly financials.
3. Getting insurance certificates from baseball & softball leagues.
4. Getting calls from Art Roberts: issue with neighbors having items against fence causing noise.
5. Reviewed first set of invoices from Amazon with Kim.
6. Getting calls about road patching; passing on to Ryan.
7. Preparing to add (Payment Redirect Policy) to our policies for Michele - waiting approval.
8. Working on house 5200 Hammond owner has filed case against contractor.
9. Calls about if township allows chickens.
10. Appeal passed and home owner issued permit.
11. Renewed 10 Norton licenses.
12. Working with Chris & Don on issue at park.