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## **REGULAR MEETING**

### **April 8, 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**

- Invited John Henry to deliver the opening prayer.

#### **NEW BUSINESS**

##### **FINANCE**

**MOTION: Approve supplemental appropriations, blanket certificates, purchase orders and checks numbered 51089 to 51127 and electronic payments 309 through 435, totaling \$93,606.90; \$36,896.34 for accounting, \$56,710.56 for payroll.**

Mr. Mayfield moved; Mr. Barto seconded.

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

**RESOLUTION #07:25: Create Revenue Budget in OPWC #4401 Fund in amount of \$46,507.03 (for payment of Fullers Creekside Road project).**

Mr. Mayfield moved Mr. Barto seconded.

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

**RESOLUTION #08:25: Create Appropriation Budget in OPWC #4401 Fund for Disbursement Request in the amount of \$46,507.03 (Fullers Creekside Road project).**

Mr. Mayfield moved; Mr. Barto seconded.

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

**RESOLUTION #09:25: Approve the Increased Payment Amount of \$53,572.30 to Gerken Paving Co. (Fullers Creekside Road project)**

Mr. Schuster had a lengthy conversation with Lucas County going over everything to do with this project. He expressed that he is shocked that the project went that much over budget. They informed him that anything within ten percent is normal.

Most of the cost was for additional concrete curbing removal and replacement, and driveway removal and replacement to make elevation. Then there was the cross over pipe, which they knew about, that was approved but that was a small portion of it. There were eight manholes that were supposed to be readjusted to meet up with the new pavement, but eight of them ended up needing to be rebuilt. Mr. Schuster questioned them on the invoice and every line item, and asked if they kept Ryan up to speed on anything. They did not because they were in charge of the project and if Ryan needed to know anything, Ryan would have to ask a direct question. Lucas County didn't feel like they needed to report to our road superintendent or any trustees. They said that it is within ten percent; you should expect that and should have budgeted for that. Mr. Schuster does not agree with that.

They also discussed the issues with the sidewalks, ADA ramps, and the puddling. There are eight of those that also need to be readjusted. They are supposed to start construction on those on Monday and anticipate it to be a two-week project to finish it up. Mr. Schuster then inquired about them wanting to be paid. He asked them if we should be holding off on paying them until after the work is done? The County employee replied he cannot tell him anything regarding that, but we will have to hash that out in our office. The money is owed; it was all approved. They were in charge of the project for the township. They signed the change work orders. They know the work was all done and performed. Now it's our bill.

Mr. Schuster again stated he does not necessarily agree with it, but that is all what he was told in the conversation with Lucas County. The township did receive a letter of intent from them stating that they will take care of six items, that they will start on Monday, and should take about two weeks to finish. Mr. Schuster did ask them how the bid could be off so much.

The County rep replied that when this project was initially looked at, years ago, they walked the neighborhood with one of the Trustees (not sure who it was). They measured everything and they came up with a scope of work. When they got into the project, they realized they needed a little more here and there, with the curbs and driveways which added more. Same with the basins: when they opened them up, instead of being adjusted, they discovered they needed to be rebuilt.

Mr. Mayfield said we're in between a rock and a hard place because the fiscal year ends for this project on May 1. If we won't approve it by then we will lose OPWC's money and, instead of paying for half of it, we'll have to pay the whole bill.

Mrs. Nowakowski stated that Mr. Brittson and she need to sign the disbursement form and get it back to Sarah Rowland; she is waiting on that. Then she sends that back to OPWC so they can do their payment and disbursements. Part of that disbursement is paying Lucas County.

Mr. Schuster said that the big thing is he asked who approved all these changes. He asked Ryan and Ryan said he did not. Mr. Schuster said someone needed to approve the work changes. Lucas County said they approved every one of them. They were the onsite inspectors. When they saw the issues they took care of them, and this is the bill. Mr. Mayfield stated they were the project engineer/coordinator and they have the expertise. They had a county person there monitoring everything.

It was explained that OPWC is paying half of everything up to \$551,000. We have to pay anything over that \$551,000. Mr. Schuster stated he thinks he can speak for everyone there that nobody likes the situation, but if we don't address it and close it out, we don't want to lose the matched money. We have to do that tonight.

Mr. Brittson asked if there was a guarantee in the letter of intent. What is the consequences if they don't meet the date? Mr. Mayfield said that according to the County, they will meet the letter of intent because they want to get future work from the County. If they "screw us over," the County could choose to not let them bid on future jobs.

Mr. Mayfield moved; Mr. Barto seconded.

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

### **FIRE**

**MOTION: Approve request for road closures for June 28, 2025 fireworks display, from 7:00 p.m. to 12:00 a.m. Summit Street closed at Coveview, Summit Street closed at 131<sup>st</sup>, Shoreland Avenue closed at Holliday, and Shoreland Avenue closed at Raintree.**

Mr. Mayfield moved; Mr. Barto seconded.

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

**MOTION: Approve payment of \$3,000.00 for the Fire Departments Medical Director for yearly contract.**

Mr. Mayfield moved; Mr. Barto seconded.

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

**MOTION: Accept the resignation of Cori Clapper, effective April 8, 2025.**

Mr. Mayfield moved; Mr. Barto seconded.

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

### **ROADS**

**Discuss purchase of utility vehicle**

**Quote is for \$14,100.00 but not a firm price because of possible incoming tariff increase.**

**MOTION: Spend up to \$15,000.00 for purchase of the Club Car expense to come out of 50% park fund and 50% road fund.**

Mr. Mayfield moved; Mr. Schuster seconded.

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

### **TRUSTEES**

**MOTION: Approve Minutes from March 11, 2025 Regular Meeting.**

Mr. Mayfield moved; Mr. Barto seconded.

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

**MOTION: Approve renewal for health insurance with United Health Care same plan as currently have.**

**Increase of 8% from last year.**

Mr. Mayfield moved; Mr. Barto seconded.

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

**MOTION: Accept the resignation of Kathy Pinkert, effective January 28, 2025.**

Mr. Mayfield moved; Mr. Barto, seconded.

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

**MOTION: Accept the resignation of Laura Wishart, effective March 24, 2025.**

Mr. Schuster thanked Laura for the nice job she did. He saw the rental numbers and thanked her from the bottom of his heart for doing such a great job. Mr. Schuster stated it was a thankless job and she took it seriously. Mr. Barto and Mr. Mayfield seconded Mr. Schuster's thanks to Laura.

Mr. Mayfield moved; Mr. Barto seconded.

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

Mr. Schuster thinks people may want to know who is going to take over that position and who will handle booking the shelter house if someone wants to rent it. Mr. Mayfield stated it will be taken care of in-house and Ryan will take care of the bookings for now. If he is not available, they will come into the office like it was done years ago. Ryan or Joe, from the Roads Department, will do the cleanup of the shelter house and the position will not be filled as of now. Ryan took seven or eight rentals the first week on his normal hours at no additional cost to the township.

**RESOLUTION #10:25: Streetlight Lighting Assessment.**

Mr. Mayfield moved; Mr. Barto seconded

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

**RESOLUTION #11:25: Declaring the property at 6142 Capshore a nuisance for Blight under 1308(D).**

Trustee Schuster stated the people are in Florida and he doesn't feel like they should be cited, that it's not that big of a deal. Mr. Britton stated he spoke to the daughter about it and she came in and put tarps over the stuff until her dad gets back from Florida. Mr. Mayfield stated they are using their driveway for storage. Mr. Schuster stated that it is a corner lot and they have no storage. Mr. Mayfield replies they cannot just pile up all their stuff in the drive way; they need to go rent something to store all the stuff in. It keeps getting worse every year.

Mr. Mayfield moved; Mr. Barto seconded.

Roll Call: Mr. Schuster, no; Mr. Mayfield, yes; Mr. Barto, yes.

**Discuss revisions to Credit Card Policy 626**

Mr. Mayfield stated two meetings ago Mrs. Nowakowski brought forth some changes to the credit card policy with the intent on trying to keep track of spending so people (department heads) don't spend more than their budget. This was in February.

Mr. Mayfield had made some suggestions on the language in it. She brought it up at the last meeting and no one really looked at it. This month Mr. Mayfield took a serious look at it and he discovered that the Ohio Revised Code (ORC) has a lot of restrictions/rules and information required to be included in the township credit card policy, which our Lexipol policy does not have at this time. We only have little more than half of the stuff covered that ORC requires be in there. Mr. Mayfield took Mrs. Nowakowski's changes and went through ORC, and made sure that those requirements are in there. This is what she is

suggesting. She left the dollar limits in the policies blank so the Trustees can decide what they should be.

Two months ago, when this came up, we were doing a lot of credit card purchases on Amazon. Now we are doing invoicing on Amazon. Mr. Mayfield doesn't think there's a number that fits all for all the departments because if they put a \$1,500.00 limit per month on their credit card, the park, who only has a \$70,000.00 budget, and police and fire that have a \$800,000.00 budget, have the same limits. That doesn't make sense.

Mr. Mayfield doesn't know if there is a problem that we need to restrict limits on cards. He would like trustees and department heads to look at Mrs. Nowakowski proposal and, if they have any questions, get with her. Mr. Mayfield wants to make sure the policy is updated so we are in compliance with Ohio Revised Code.

**Revisit next meeting.**

### **Discuss revisions to Payroll Records Policy 609**

Mr. Mayfield asked for Trustees' thoughts on if they want employees to punch in or use an honor system and write themselves in. Mr. Schuster stated he considers everybody that works for him as honorable. Mr. Mayfield felt if someone comes in late, they stay that much over. Mr. Schuster felt a time clock is an inexpensive, foolproof way of making sure people are doing what they agree to do. Mr. Mayfield thinks we need to work on using the time clock. Mrs. Nowakowski feels that any system can be falsified if you want to. She feels that by having them log it and sign it, they are certifying their time. Mr. Barto feels that by punching the time clock you cannot falsify your time. Mr. Schuster still feels if you come in late then you just work that much over.

Mr. Brittson feels each department is different. The way Mrs. Nowakowski wants to change it to would work better for Chief Bailey and his employees, but may not work the best for the other department heads and their employees. Mr. Schuster is fine with letting Mrs. Nowakowski decide which way to go. Mr. Mayfield feels the same.

**Will revisit changing the system and the policy next month.**

### **MOTION: Suspension of using time clock for 30 days.**

Mr. Mayfield moved; Mr. Schuster seconded.

Roll Call: Mr. Schuster, yes; Mr. Mayfield, yes; Mr. Barto no.

### **DELEGATIONS/PUBLIC COMMENT**

**Laura Wishart**

**2611 Point Pleasant**

Thank you to Mr. Barto and Mr. Schuster; she appreciates their comments about her. She would like to state that she reluctantly resigned. It was a decision she made because things were not getting resolved.

She is curious why we don't have old business anymore on the agenda for the monthly meetings. Would like status on the backup compressor for the Shoreland Building.

Mr. Mayfield stated it was a generator, not a compressor, and they have not done anything regarding that yet. There is a lot of things they mentioned doing and they are working their way through them. He has been working on Lexipol and he has 79 pages of corrections, out of a 300-page document, for which he hasn't even begun scratching the surface on. That's how he discovered the credit card policy isn't compliant with Ohio

Revised Code. These are the things they are trying to get done first.

Mrs. Wishart would like to know the status on Blessing Building. She stated that Mrs. Nowakowski made it clear that it is more cost effective to have everyone over here on Shoreland.

Mr. Mayfield stated that, even though there is a savings, those numbers didn't bring in the fact that we are still supporting the Blessing Building. Mr. Mayfield said the garage on Blessing is full. The Polar Express is in there so we are in compliance with the deed. The previous administration, by not putting a roof on the building for four years, has caused serious mold problems now, when it only had a little mold previously. It is also being used for cold storage. Eventually, he would like it to be a remote office for the police department. Mr. Mayfield stated the township owns the building, they have a deed restriction on it, and they are in compliance.

Mrs. Wishart would like to know the status on audit. Mr. Mayfield stated it's up to the auditors and they are still working on it. She asked if there has been any communication with them? Mr. Mayfield stated they quit asking for documentation a month and a half ago. Mrs. Nowakowski responded that they auditors just asked for more paperwork.

Mrs. Wishart would like to know status on the new fire boat. Chief Bailey stated it is still under construction. The salesman was actually calling him during meeting with a possible update. She said she thought it was only supposed to be a month until they received it? Chief Bailey stated he didn't think it would be a month; that's a pretty big item to get within a month.

Mr. Schuster thanked Mrs. Wishart for the comments she made and he agrees. He also thought Chief said we were supposed to get the boat within one month - which he was surprised by.

**Kellie Schlachter**  
**2635 Shoreland**

Mrs. Schlachter stated that she was a part of the old administration and there was a full assessment on the Blessing Building before they choose to do anything with it. There was a lot of mold and other things in there. It is public record. You can ask for it if you want to read the full assessment on it and how much money they would have had to put into it.

Mrs. Schlachter asked if the time clock/system was broken? It seemed to work fine when she was there. Mr. Mayfield replied it isn't broken; they just had all kinds of problems with TruPay Software and it was decided to simplify.

Mrs. Schlachter would like to thank Chief Kaiser and his team for keeping trucks off Shoreland. Mrs. Schlachter would like to thank those who are trying to help get the speed limit lowered on Shoreland and getting sidewalks in.

Mrs. Schlachter stated she supports allowing chickens in the township.

**Jody Morrow**  
**2566 Point Pleasant**

Ms. Morrow would like to ask the zoning commission to have a meeting to see about allowing chickens in the township. She stated she researched cost and upkeep of having

chickens and keeping them safe. Mr. Mayfield explained the trustees do not have the authority to approve allowing chickens; it has to go through the zoning commission. He stated that about 10 years ago they voted not to allow chickens but he knows things have changed. It takes about twenty days or more to get zoning commission to meet. If the zoning commission says yes, it has to go to the Lucas County Planning Commission to make it final. Overall, the process takes about three or four months.

**MOTION: Ask the Zoning Commission to meet to consider allowing chickens in the township.**

Mr. Mayfield moved; Mr. Barto seconded.

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

Mr. Schuster stated he was on the Zoning Commission years ago when this came up and he was in favor of chickens all along. He stated he will never have chickens but residents should be allowed to if they want them. He would like to follow Toledo's laws on that.

Mr. Brittson would like the Zoning Commission to look at occupancy permits when they meet.

**MOTION: With no additional business or comments, Mr. Mayfield moved to adjourn the meeting at 7:09 p.m.**

Mr. Mayfield moved; Mr. Barto seconded.

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

Approved:

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Jerry Mayfield

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Don Barto, Sr.

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Mark Schuster

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Kimberly Kay