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REGULAR MEETING

May 13, 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.

Ryan Breininger

- Thanked Mr. Barto for his help with the hot water heater at the Shelter House.

NEW BUSINESS

FIRE

MOTION: Accept the resignation of Mark Schuster, Jr. from the Washington Township Fire Department effective May 13, 2025.

Mr. Mayfield moved; Mr. Barto seconded.

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

POLICE

MOTION: Approve the hiring of Daniel Wells as a full-time police officer, with a one-year probation period, at a rate of \$24.26 an hour, effective June 2, 2025.

Mr. Mayfield moved; Mr. Barto seconded.

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

MOTION: Correct the pay rate for Adam VanAllen from \$24.26 an hour to \$22.05 an hour from the Motion that was made at the Special meeting of April 18, 2025.

Mr. Mayfield moved; Mr. Barto seconded.

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

Discuss replacement of bullet proof vests.

This was in Chief Kaiser's report to discuss. Mr. Mayfield stated that bullet proof vests have a life span of 5 years. Mr. Mayfield has asked Chief Kaiser to provide an inventory of all the vests with all of the expiration dates.

The vests run about \$1,200.00 apiece. We can apply for a grant that we would allow us to get 75% back, and would end up costing the township about \$300.00 apiece.

The department needs to have a plan to replace them as this was not a budgeted item.

Chief Kaiser spoke to Superior Uniform today and the price went up to \$1,500.00 apiece for the vests. If they bought ten vests that would be close to \$15,000.00. If they could recoup money from the state, it would take the price of the vest down to \$375.00 per vest or a total of \$3,750.00. Each officer would be fitted for their own vest. Warranty on the label states vests are good for five years.

Mr. Mayfield wants to revisit this at the next meeting and would like Chief Kaiser to check around for better pricing.

Revisit at the next meeting.

TRUSTEES

MOTION: Approve Minutes from April 8, 2025 Regular Meeting.

Mr. Mayfield moved; Mr. Barto seconded.

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

MOTION: Approve Minutes from April 18, 2025 Special Meeting.

Mr. Mayfield moved; Mr. Barto seconded.

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

Discuss revisions to Credit Card Policy 626.

Mr. Mayfield stated the township is not current with what ORC requires. He gave the draft to Mr. Schuster and Mr. Barto at the last meeting to review. Wording and limits for the revision of the policy need to be finalized.

Revisit and finish up at the next meeting.

Discuss revisions to Payroll Records Policy 609.

Discontinuing the use of the time clock and going to the paper system was discussed. We have been trying this for the past three pay periods. Mrs. Nowakowski feels this has been working; it's a lot easier to input. Mr. Barto still feels like we should continue to use the time clock; it's tried and true. Mr. Britton stated "I don't think he [Mr. Barto] is saying he wants to go back to TruPay; he just wants them to swipe in and out to have a digital record. Mr. Barto likes it but feels we are going overboard with all the approvals. He feels the process is easier.

Mr. Schuster would like to give it another month, but doesn't have an opinion one way or the other; whatever the majority feels is best, that's the way he will go. Mr. Britton is going to call TruPay and see if it can be used as just a time clock, where it just records time in and time out. Mr. Mayfield is good with that. He doesn't want to cancel Tru Pay yet. Mr. Britton stated that even though we pay a monthly bill, he thinks the contract is a yearly contract from February to February.

MOTION: Suspend the use of the time clock for another 30 days.

Mr. Mayfield, moved; Mr. Schuster seconded.

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

Revisit at the next meeting.

Discuss uniform policy.

Mr. Barto asked for this be put on agenda. Mr. Mayfield did a lot of research and there is no uniform policy within Lexipol – including the fire or police Lexipol policies.

Chief Kaiser said that before Lexipol, the previous policy did say a uniform would be provided. Mr. Brittson said he still has the old policy and procedures and there is something in there.

Mr. Mayfield said that buying shoes was mentioned and he did some tax research on that. What he found was that uniforms, as long as they are normally only worn at work, are tax exempt and not a taxable fringe benefit. Anything that the township provides that can be worn outside of work is a taxable fringe benefit.

Mr. Barto feels there should be an allotment for employees to expend on shoes/boots per year. Mr. Mayfield said that makes it a taxable fringe benefit.

Mr. Brittson explained that his previous employer provided a clothing allowance and they signed a waiver to get around the taxable fringe benefit. The waiver stated that whatever was bought with that money was not to be used for personal use.

Mr. Barto likes the roads and parks crew members' dayglow shirts, with the township logo on them; they are identifying themselves and can be seen if working close to the road. He doesn't feel they should have to wear their own clothes because they do get dirty and possibly damaged.

Mr. Mayfield and Mr. Brittson will get together on this. Mr. Brittson said he will look for a copy of the waiver he signed and the previous uniform policy the township used to have.

Revisit at next meeting. Need to create a uniform policy.

Discuss roads repair.

Mr. Mayfield feels that Shoreland Heights/Cuprys-Jasik neighborhood streets are the worst roads in the township right now and it's time to start addressing those. There are a lot of complaints about curbs going bad over there as well. Mr. Mayfield stated he did go out in 2018 and patched a couple of curbs. One curb repair was made where someone's daughter popped a tire because of it. He feels we need to put a lot of attention over there. He knows Ryan did some research on black topping some roads over there.

Mr. Mayfield stated we need to figure out how we can handle that neighborhood because we are not eligible for any grants. We cannot do the whole neighborhood like we do a redo. We need to get in there and repair curbs; it is a number one priority. Repairing some of the concrete slabs is number two priority. Third priority is to black top some of the areas.

Mr. Mayfield personally feels the township needs to spend \$50,000.00 to \$100,000.00 in that area this summer. Mr. Mayfield asked Mr. Barto and Mr. Schuster for their thoughts. Mr. Barto agrees. Mr. Mayfield thinks if they repair some areas now, maybe it will help for another five years until they can qualify for grants again, and then do a major repair and it will be ready for black top. He would like to work on a complete plan for that neighborhood, thinks they will need a \$50,000.00 to \$100,000.00 budget for it, and believes the road department can afford it.

Revisit at next meeting.

Discuss new park seating.

Mr. Mayfield stated when they did the budget for parks, they added extra money to start doing some improvements. They have been sitting on about \$100,000.00 in reserves for years, and feels it's time to put some of that money back into the parks. Ryan Breininger came up with the idea to take the concrete slabs, where the bleachers were, and put in some nice vandal-proof picnic tables. He is asking for three of them for the three spots. Mr. Brittson thinks they need six: two at each spot. Ryan agreed with two at each ball diamond.

If they go with black tables, they cost about \$1,100 per table. The total price will be around \$6,500.00. Ryan said they have a twenty-year warranty and are covered wire mesh so you can't draw anything on them. If you want to do three different colors, and have a different color at each ball diamond, that total price would be about \$6,900.00.

Mr. Brittson thinks Ryan should ask the coaches/parents their thoughts. Mr. Schuster suggested putting something by the playground for people to sit on as well, like benches. Mr. Mayfield suggested starting with the picnic tables and revisit the other areas later.

MOTION: To approve spending \$6,600.00 for six picnic tables for Shoreland Park.

Mr. Barto moved; Mr. Mayfield seconded.

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

Blight Resolutions**RESOLUTION #12:25: Declare the property at 2947 Northshore a blight nuisance under 1308 (H). The Township will go in and cut the grass on a weekly basis at a rate of \$60.00 per cut for the year.**

Mr. Mayfield moved; Mr. Barto seconded.

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

RESOLUTION #13:25: Declare the property at 5760 Suder Avenue a blight nuisance under 1308 (H), 7 day notice.

Mr. Mayfield moved; Mr. Barto seconded.

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

RESOLUTION #14:25: Declare the property at 6114 Windamar a blight nuisance under 1320 (D and E), 7 day notice.

Mr. Mayfield moved; Mr. Barto seconded.

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

RESOLUTION #15:25: Declare the property at 5240 President a blight nuisance under 1308 (H), 7 day notice.

Mr. Mayfield moved; Mr. Barto seconded.

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

RESOLUTION #16:25: Declare the property at 2930 Jasik a blight nuisance under 1308 (H), 7 day notice.

Mr. Mayfield moved; Mr. Barto seconded.

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

Newsletter

Jerry and Karen Mayfield have created a township newsletter that they would like to send out with updates and news regarding the happenings in the township, including important information about the roundabout. The township has a website and Facebook page but 40-50% of the residents are seniors who may or may not be on it. The newsletter has been shared with department heads and the fiscal officer and all have approved it.

Mr. Mayfield would like to mail it out to every resident in the township. It will be sent out as often as needed for sharing news with township residents. It has been designed for free and most of the cost will be in postage to mail it out. Expected cost is about \$1,500.00, and no more than \$2,500.00, and that includes postage. Mr. Barto thinks it is a great idea.

Mr. Schuster is not in favor of the newsletter mainly due to the cost of postage; he does not see the value of it. He suggested printing some up and putting them at businesses for people to take. Mr. Mayfield stated it has to go out to everyone in the township.

Mr. Schuster asked what fund the cost will come out of and Mr. Mayfield said the general fund.

MOTION: Approve the cost up to \$1,500.00 for mailing the newsletter.

Mr. Mayfield moved; Mr. Barto seconded.

Mr. Schuster, no; Mr. Mayfield, yes; Mr. Barto, yes.

Flags

Discussion was held about flags and possible rebranding. There was mutual agreement among trustees that rebranding is not worth it and the township logo we have is fine.

Regarding new flags: they run about \$100.00 a piece for a one-sided flag, and they last only three to four months. Mr. Mayfield suggested Mr. Barto order a two-sided flag and put it at this location [township offices]. If it holds up, then we can order one for Shoreland Park. No need for further discussion because it's within trustee spending limits.

FINANCE

MOTION: Approve supplemental appropriations, blanket certificates, purchase orders and checks numbered 51128 to 51176 and electronic payments 436 through 578, totaling \$170,771.29; \$83,437.07 for accounting, \$87,334.22 for payroll.

Mr. Mayfield moved; Mr. Barto seconded.

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

Revision of Credit Card Policy 626, sections 626.1, 626.2, and 626.3

Discussed earlier and will revisit at next meeting.

Revision of Payroll Records Policy 609, sections 609.3 through 609.5

Discussed earlier and will revisit at next meeting.

MOTION: Approve the Motorola payment of \$37,377.18 for Fire Department's radios. \$37,250.18 of this is to be paid from the money received from the MARCS Grant.

Mr. Mayfield moved; Mr. Barto seconded.

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

Approve the final payment to Gerken for \$32,469.04 for Fullers Creekside Glens Road Project

Mr. Mayfield, Mr. Schuster, and Mr. Barto agree not to approve final payment until work is complete. Work is unsatisfactory right now. Gerken has still not come back to finish the job. The trustees will revisit paying the invoice at another meeting once work is completed and done properly.

MOTION: Approve to allow fiscal officer to set up automatic payments of routine monthly bills such as cable, utilities, and trash pick-up.

Mrs. Nowakowski stated the Auditor of State's office sent out a release that they are coming down on townships and villages for late fees assessed to invoices. The last six years they had 118 findings and are penalizing and holding trustees and fiscal officers responsible, and are making them pay out of their own pockets.

Mrs. Nowakowski is asking the board to approve automatic payments due to mail problems and not enough turnaround time to send payments in to avoid late fees that may be applied to invoices. A lot of this is out of our control but we are still held liable.

Mrs. Nowakowski will cut checks once a week and will still have monthly invoices for trustees to review and sign.

Mr. Mayfield moved; Mr. Barto seconded

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

DELEGATIONS/PUBLIC COMMENT

Teresa Stuckey, Bahiamar

She has pictures of how she's had to put up a fence to keep a neighbor's dog out of her yard. There's a blight problem there too. She recalled years ago, when Ms. Bodette was the zoning inspector, that she would send out violation letters about this. Mr. Britton explained that it still happens and he provided an explanation of what the timeline is for those letters. Mr. Mayfield said that tonight the trustees approved sending the resident a letter about the blight so they are well aware.

Chief Kaiser said he had received an email last week, about the same dog jumping out of the yard, chasing other dogs down the street, and chasing individuals who are walking their dogs down the street. Chief Kaiser responded by calling the Lucas County Dog Warden to check licenses at the property and rabies shots for the dog. He advised the other complainant that when they see that dog out loose, to call the police and the resident would be cited for failure to confine the dog and they could/may cite the owner of the dog.

Ms. Stuckey told of an incident back in August when the dog first came into her yard and she called the police non-emergency number. She was told the dog had to be in her yard. She said the owner is well aware the dog is in her yard and she has a picture of it jumping the fence. She also has a video of the owner screaming for the dog. By the time the police would get there, the owner had the dog. Chief Kaiser said the police will still make a report for failure to confine the dog. If you tell them the dog was in your yard; they will believe you. That way, it is documented and the police will talk to the owner.

Other General Comments or Questions:

- Another Shoreland Avenue resident thanked the roads crew for doing a great job of picking up leaves last fall and hopes they will continue cleaning up the boat launch areas off Shoreland this season. The northeast winds bring a lot of debris to the launches.

Concern was expressed about speeding on Shoreland and is glad to hear that a speed sign is going up. It was asked if speeders are given a citation and Chief Kaiser explained that they can issue a citation and it then goes to Toledo Municipal Court. Very little money comes back to the township from traffic citations; the court costs take the biggest chunk and the rest is dispersed amongst other government entities. Also, the money doesn't go to the police department as some people may think; it goes to the general fund.

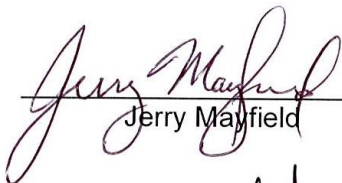
Resident also expressed thanks for the newsletter; she's been waiting for a mailing from the township and is glad that residents are finally going to see one.

Mr. Mayfield took this time to thank and acknowledge Kim Kay, who is celebrating her 10th anniversary with the township this month. Thanks and appreciation were expressed: she has been extremely valuable and helpful to the trustees, has been an asset to the township, and helps keep the meetings in order. Many, many thanks to Kim!

MOTION: With no additional business or comments, Mr. Mayfield moved to adjourn the meeting at 7:19 p.m.

Mr. Mayfield moved; Mr. Barto seconded.


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



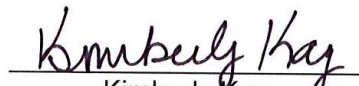
Jerry Mayfield



Don Barto, Sr.



Mark Schuster



Kimberly Kay