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FISCAL OFFICER: Michele Nowakowski 419.410.8304

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REGULAR MEETING July 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 – Deputy Chief Hart

Roads and Parks Superintendent – Ryan Breininger

Announcements from Trustees and Department Heads:

Mr. Schuster - Trustee

- Mr. Schuster would like to personally, and as a group, welcome back Michele and thank the Lord for the blessings given to our good friend.
- Invited John Henry to deliver the opening prayer.

Mr. Barto -Trustee

- A new Washington Township Flag has been ordered; it just needs to be picked up.

Deputy Chief Hart – Police

- Regarding the roundabout: He is aware that people are concerned about it. He would like them to know the police will be monitoring it closely. Please feel free to call if you have any concerns or questions.

Mr. Mayfield stated he knows Mr. Breininger and Chief Bailey are going to drive the route for the detour tomorrow. Mr. Mayfield and Mr. Breininger already drove the route and identified the corners where the “No Parking” signs will need to be. As mentioned in the newsletter, they will be eliminating parking near the corners for the emergency detour, but parking will be allowed on the rest of the streets.

Mrs. Nowakowski – Fiscal Officer

- She would like to thank everyone for their thoughts and prayers for her. She really appreciates it.

Mr. Breininger – Roads and Parks Superintendent

- Received the picnic tables and is working on assembling them to install at Shoreland Park. He also received the utility vehicle in this month.

Mr. Mayfield – Trustee

- Stated that the Township newsletter went out. He wants residents to know he has talked with Chief Kaiser and Deputy Chief Hart about ensuring a strong police presence in the neighborhoods affected by the detour during the roundabout construction. They will be parking an empty police car over there to slow people down and will also have the radar speed sign in that area. Those neighborhoods are going to be the number one priority for the police officers and they will take care of issues as needed.

NEW BUSINESS

TRUSTEES

MOTION: Approve Minutes from June 10, 2025 Regular Meeting.

Mr. Mayfield moved; Mr. Barto seconded.

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

Mr. Mayfield stated that at the Zoning Commissions Meeting, when they talked about chickens, they also talked about changes that needed to be made to the Township's Zoning Resolution because, under the Ohio Revised Code, a senate bill removed the requirement that you had to post your zoning meeting ads/notices in a newspaper. You can now post them on websites and social media instead. This will save quite a bit of money since each ad would run anywhere from \$50.00 to \$70.00.

The Zoning Commission, at the time, passed motions to change the wording in our Zoning Resolution regarding public notices. The only change is that it drops the requirement to place ads/notices in the newspaper and allows ads/notices to be posted on the website and social media. That request has gone before the Lucas County Planning Commission for their approval and is now back to the trustees for their approval. If the trustees approve it, the new wording will go in our Zoning Resolution.

MOTION: Accept the recommended changes to the Washington Township Zoning Resolution as passed by the Board and Lucas County Planning Commissions.

Mr. Mayfield moved; Mr. Barto seconded.

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

Mr. Mayfield said the credit card policy has been put on the back burner for several months until Mrs. Nowakowski returned. We now have a final version. It originally started with putting limits on some things and we have adjusted that. When Mr. Mayfield researched it, he discovered that the policy was missing a lot of requirements based on Ohio Revised Code. They reworded everything so now it meets what Mrs. Nowakowski wants and is completely in line with the Ohio Revised Code. He feels they are ready to move forward with it today and would like to make a motion accepting the revisions.

RESOLUTION #28:25: Propose a Resolutions to insert the changes to the Credit Card Policy and accept the revisions to Credit Card Policy 626.

Mrs. Nowakowski stated this policy is mostly to help the department heads stay within their budgets and the individual purchase limit will still be set the same way. The amount of purchases per month may change according to the budget that they have set for the year. That way, we can hold the department heads accountable for staying within their budgets.

The other thing is no sharing of credit cards: the person using their card must only purchase items for their department - unless it happens to be a split/shared item.

Mr. Mayfield moved; Mr. Barto seconded

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

Mr. Mayfield stated the revisions to Payroll Records Policy 609 and suspension of using time clock for 30 days has been a discussion for several meetings now. He said this is the Fiscal Officer's project and her new payroll system has been used for four pay periods now.

Mrs. Nowakowski said the system is as simplified as she can make it. The department heads have the logs, they write in the times from their employee's timesheets, and then they tally up the hours for their employees. Those get submitted to the trustees to be approved and she can start payroll. She and department heads like the new system. She feels TruPay was not really user-friendly. The department heads just need to double check that what they're transferring from the timesheet matches the tally sheet.

Mr. Brittson is working with Mrs. Nowakowski and TruPay to try and create a better report. She is still seeing some errors on this new way they are doing payroll.

MOTION: Suspend the time clock for another 30 days.

Mr. Mayfield, moved; Mr. Schuster seconded.

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

Discuss uniform policy.

Mr. Mayfield said that there has never been a detailed uniform policy in writing and thinks it should be for full-time employees. It gets hard to determine this because the fire department does not technically have full-time employees.

Mrs. Nowakowski suggested some ways she knows other townships address uniforms. This needs to be looked at closer and discussed more. Mr. Schuster said he will go along with whatever the department heads want to do; it doesn't matter one way or another to him. He feels it is their budget and their employees. Mr. Barto feels every full-time employee should be able to replace a pair of boots or shoes.

All trustees felt it needs to be discussed further to decide if employees should be reimbursed if items are purchased on their own, or maybe have a stipend policy. This also needs to be considered for the next budget year. They feel shoes are a separate topic for uniform approval for all three departments.

Mr. Mayfield will fine tune the wording for the policy and this will be revisited at the next meeting.

Blight Resolutions

RESOLUTION #29:25: Declaring the property at 2940 Northshore a nuisance under Zoning Code 1308 (H), 1308(D) and 1308(F).

Mr. Mayfield moved; Mr. Barto seconded.

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

RESOLUTION #30:25: Declaring the property at 5848 Vistamar a nuisance under Zoning Code 1320(C).

Mr. Mayfield moved; Mr. Barto seconded.

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

RESOLUTION #31:25: Declaring the property at 2947 Northshore a nuisance under Zoning Code 1308(H).

Mr. Mayfield moved; Mr. Barto seconded.

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

Ms. Kay and Mr. Brittson voiced concerns about getting the proper documentation in a timely manner and a Resolution made for blight cleanup, to make sure the Township gets reimbursed via the homeowner's property taxes. They have asked Mr. Breininger to submit the documentation on a monthly basis so they can submit it to the Lucas County Auditor. The concern is if it is not done correctly, we may not have time to resubmit for reimbursement.

Mr. Mayfield asked Mr. Brittson for an update on Raintree Trailer Park. Mr. Brittson said they have a full-time lady working there; she has been there three months. He feels it has the same problems as before. They have hired their own security now. Chief Kaiser and Mr. Brittson are going to meet with them when he gets back from vacation so the Township police department and their security are on the same page when incidents happen. The residents in the park are being charged a monthly fee for the cost of the trailer park hiring their own security. Mr. Mayfield drove through Raintree and said there is definitely a cat overpopulation problem and a very large number of empty lots.

FINANCE

MOTION: Approve supplemental appropriations, blanket certificates, purchase orders and checks numbered 51211 to 51256 and electronic payments 694 through 846, totaling \$170,843.59; \$79,801.31 for accounting, \$91,042.28 for payroll.

Mr. Mayfield moved; Mr. Barto seconded.

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

Set date for Records Commission Meeting.

MOTION: Set the Records Commission Meeting 5:45, August 12, 2025.

Mr. Mayfield moved; Mr. Schuster seconded.

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

Mr. Mayfield said that a resident called about a limb coming off of a tree. It is about an eight-inch-thick limb and, when it came off of the tree, it fell straight down. It's about 30 feet long and still lodged in the tree. A few years ago, the same tree dropped a limb and put a hole in the resident's roof. There are five trees total over there; three should be removed because they are not safe and the other two are safe.

Mr. Breininger stated they received two estimates and they came in about the same. The quote from Joey Tree Service was to remove three fairly tall trees, remove the stumps, and clean up grindings for around \$6,000.00. Emerald Tree Service provided the other estimate and it was around \$5,800.00 but we've never used them before.

MOTION: To spend up to \$6,000.00 with Joey Tree Service to remove three Silver Maple trees, grind the stumps, and haul grindings away.

Mr. Barto moved; Mr. Mayfield seconded.

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

DELEGATIONS/PUBLIC COMMENT

Mr. Stasa

Shoreland Avenue Resident

Mr. Stasa stated fireworks were great but was concerned with the area at Shoreland and Raintree being opened for traffic. He feels it was very dangerous to be open during the fireworks.

Mr. Mayfield stated it is a county road and an emergency route for the fire and police departments; the Township cannot close it. Chief Bailey emphasized that people standing around to watch the fireworks need to stand on the grass and stay off the road area. The road was not closed until further down by the fireworks.

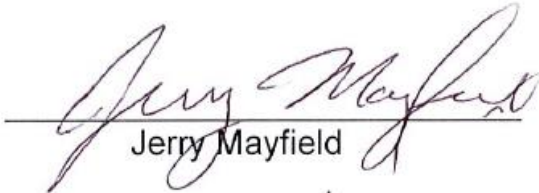
Mr. Schuster expressed his condolences to Mr. Barto on the loss of his mother.

MOTION: With no additional business or comments, Mr. Mayfield moved to adjourn the meeting at 7:07 p.m.

Mr. Mayfield moved; Mr. Barto seconded.

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

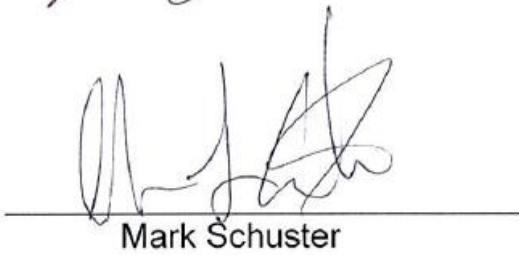
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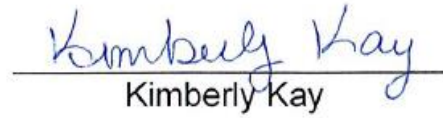
Jerry Mayfield



Don Barto, Sr.



Mark Schuster



Kimberly Kay