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## **REGULAR MEETING**

### **August 12, 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 Brittson

#### **Department Heads Present:**

Fire – Chief Bailey

Police – Chief Kaiser and Deputy Chief Hart

Roads and Parks Superintendent – Ryan Breininger

#### **Announcements from Trustees and Department Heads:**

##### **Mr. Schuster - Trustee**

- Thank you to those who came out for the meeting.
- Invited John Henry to deliver the opening prayer.
- Sending thoughts and prayers to resident Doug Whiting who is in the hospital.
- Condolences to Don Barto for the passing of his mother.

##### **Mr. Barto – Trustee**

- Thanks to Chief Kaiser, Deputy Chief Hart, and the Washington Township Police Department for stepping up in the neighborhoods. He feels they have gone over and above during the construction of the roundabout and dealing with the issues.
- Would like to look into options for switching companies for trash pickup for the township.
- Have been receiving more complaints regarding the Raintree Trailer Park. Would like to follow up and go over there with Mr. Brittson and look into the complaints.

##### **Mr. Mayfield - Trustee**

- Received an email just before the meeting that said the deadline for completion of the roundabout construction has been moved to September 4, 2025.

#### **NEW BUSINESS**

##### **TRUSTEES**

**MOTION: Approve Minutes from July 8, 2025 Regular Meeting.**

Mr. Mayfield moved; Mr. Barto seconded.

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

**RESOLUTION #32:25: Resolution to submit to the Lucas County Auditor, Blight cleanup expense on the property located at 2947 Northshore for work performed and expenses through August 8, 2025 in the amount of \$1,020.00.**

Mr. Mayfield moved; Mr. Barto seconded.

Discussion: Mr. Barto would like an update on Resolutions that were made in the past couple months. Mr. Mayfield stated that he researched the house on Fortune and they are about \$20,000.00 behind on taxes and have two judgements against them in court. Mr. Mayfield felt there is no sense on following up on that because we would just be another one out there for them in court. Mr. Mayfield stated, depending on what it is, we just can't go in there and do blight cleanup. He feels we have to look at each one individually. He would like to get together with Mr. Brittson and make sure we have all our ducks in a row.

Mr. Mayfield stated when it goes to court, you have to make sure you have documented every single step, officially, along the way. Up until this point, he doesn't feel we have done this. Mr. Barto understands that but feels that when Mr. Brittson is paid to drive around and finds blight problems, and he brings them to the board, and a Resolution is made, then they should be sent out and followed up on.

Mr. Mayfield asked if there are any Resolutions that haven't gone out. Ms. Kay responded that four Resolutions were being held at Mr. Mayfield's request. Mr. Mayfield explained they were delayed to ensure the correct Ohio Revised Codes were used. He is also working on the correct language for the junk vehicle Resolution. Ms. Kay stated that blight Resolutions made at meetings need to go out and, if not, then it should be documented and filed in the Resolution book, which is reviewed annually by the auditor.

Mr. Mayfield explained it's hard to enforce zoning violations because we do not have our own court system. He spoke with Mr. Brittson regarding the older, more aggressive blight violation letter, which included a \$500 daily fine threat. He noted that current letters are less strongly worded and believes residents are ignoring them. Mr. Mayfield wants to revert to the more forceful language in the older letter. Mr. Mayfield feels zoning is the worst problem to deal with in the township and we are at the mercy of Toledo Municipal Court and its docket.

Mr. Brittson would like to see if the police officers could deliver the violations. He feels residents would take it more seriously. Mr. Mayfield stated that Ohio Revised Code says the township could tape them on their door. He also said the township needs to send letters to the lien holders as well. Mr. Brittson stated they already do that. Mr. Mayfield will get together with Ms. Kay to work on the Resolutions. Ms. Kay is concerned about them getting taken care of and would like them kept current.

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

**Discuss Dress Code Policy 618; uniforms and shoes.**

**MOTION: Amend the Dress Code Policy 618 for uniforms and shoes.**

Mr. Mayfield, moved; Mr. Barto seconded.

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

**Discuss revisions to Payroll Records Policy 609**

Mrs. Nowakowski led the discussion this as this was her proposal.

Mrs. Nowakowski stated this has been going on for many months now. The reason she wants this policy revised is because of the new payroll method we are using: to not clock in at the timeclock and logging in instead. She did include that falsifying a payroll record is grounds for termination. She also did minutes the same way as TruPay: the minutes are converted to hours on each time sheet. For up to seven minutes worked after a shift, they are to be rounded back to the nearest quarter hour; for eight minutes or more, they are to be rounded forward to the nearest quarter hour. She wanted it to be consistent with the way TruPay was doing it.

There is also a note in the policy about salaries and compensation of department heads and employees. It will be determined by a motion of the Board of Trustees. Salaries of elected officials are determined by statute of law. That part wasn't in there but she added it since they can't determine their own salaries. A few other added things include the Elected Officials are to be paid bi-weekly; trustees are responsible for approving the department heads' payroll and all payroll records. The timesheets must be approved before the process begins with paying the employees' wages.

She hopes this process will be more accurate by taking time to look at the timesheets instead of hurrying the process through. These changes, and what was previously stated in the policy, were emailed to the trustees a month ago.

Mr. Mayfield asked Mr. Barto and Mr. Schuster if they were ready to finalize this and stop using the timeclock. Mr. Schuster states he trusts going with whatever Mrs. Nowakowski wants.

**RESOLUTION #33:25: Approve revision of Payroll Record Policy 609.**

Mr. Mayfield moved; Mr. Barto seconded.

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

**RESOLUTION #34:25: Declare the property located at 2662 Coveview a blight nuisance under 1308 H.**

Mr. Mayfield moved; Mr. Barto seconded.

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

**RESOLUTION #35:25: Approve Amendments to the Regional Combined Health District Merger Agreement.**

Mr. Mayfield moved; Mr. Barto seconded.

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

**FINANCE**

**MOTION: Approve supplemental appropriations, blanket certificates, purchase orders and checks numbered 51257 to 51299 and electronic payments 847 through 1054, totaling \$157,379.45; \$55,789.63 for accounting, \$101,589.82 for payroll.**

Mr. Mayfield moved; Mr. Barto seconded.

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

**RESOLUTION #36:25: Create Revenue Budget in 4301 Permanent Improvement Fund, in the amount of \$30,000.00.**

Mr. Mayfield moved; Mr. Barto seconded.

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

**RESOLUTION #37:25: Create Appropriation Budget in 4301 Permanent Improvement Fund, in the amount of \$14,000.00 (for purchase of new firearms).**

Mr. Mayfield moved; Mr. Barto seconded.

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

Mr. Brittson reminded trustees that Lucas County has a Free Tree Program going on for anyone that lost trees during the tornado. He asked the Trustees for advice on what to tell residents who are wanting to take the free trees and plant them in the public right-of-way. Mr. Brittson will consult with John Borell on this matter and report back.

Mr. Schuster asked Mr. Brittson about an update on a blight issue on Shoreland property. Mr. Brittson stated he is waiting for a certified mailing to come back to confirm they received the notice. Mr. Mayfield stated the home owner is allowed to trim down any growth that comes over onto their property.

Chief Bailey stated that the fire department will be sponsoring kids from Shoreland Elementary to take shopping for back-to-school supplies. He would like permission to transport them in the fire department vehicles. Mr. Brittson states they just need to sign waivers that were approved by OTARMA.

**MOTION: To give the Fire Department permission to allow the auxiliary to use the fire department vehicles for the transportation for the back-to-school shopping event for Shoreland students.**

Mr. Mayfield moved; Mr. Barto seconded


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

**MOTION: With no additional business or comments, Mr. Mayfield moved to adjourn the meeting at 6:52 p.m.**


Mr. Mayfield moved; Mr. Barto seconded.

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

Approved:

  
Jerry Mayfield

  
Don Barto, Sr.

  
Mark Schuster

  
Kimberly Kay

