

10/10/25 for Tuesday, October 14th Meeting:

Recap

In our last meeting, resolutions were passed for blight, zoning, revenue, appropriations, transfer of funds, and tax and rates. Also, a discussion was held on Ryan's wages.

Budgets were created, transfers were made, resolutions were signed and sent to the Lucas County Auditor's Office along with a request to amend the Certificate of Estimated Resources. Per The Board's request, another check has been reissued to the recipient of unclaimed funds.

Ryan's Wages

Ryan's wages were discussed at the last meeting to include a percentage of his wages paid out of Police. He helps the police with miscellaneous duties such as cleaning vehicles and assistance with the tow lot.

According to the average hours spent per week, 5% of his wages should be paid out of the Police Fund. Currently, 75% is paid out of Roads, and 25% is paid out of Park.

New Hires

A discussion was held about the process of hiring and it was recommended that for every New Hire, a Letter of Intent must be given. Also, as a reminder, before any new employee is scheduled to work, all tax forms and new hire forms are to be submitted.

Financial Audit

The Financial Audit for 2023 & 2024 is in process. The State Auditor has been on & off-site performing the audit.

SWUF Reimbursements

We received our requested amount of \$11,019.05 from Lucas County Engineer's Office for receipts submitted for reimbursable materials and services.

Ten Mile Creek Ditch Improvement

In March 2025, the Board of Lucas County Commissioners approved the Ten Mile Creek Ditch Improvement Petition that will place an assessment on property owners in

Washington Township. Townships are permitted to pay the assessments for their residents on an annual basis by agreement. The total amount of assessments for residential properties in the Township will be \$2,883.10 for 2026 through 2031. I have requested the Agreement for the Board's approval. Decision must be made by October 24th.

Shoreland Split Percentages

Earlier this year, an analysis was performed on our current split of Shoreland's expenses. It was discussed to visit this later in the year to determine if changes are to be made for next year's appropriations. My recommendations have been given.

Department Head Meetings

Meetings with Department Heads are underway to discuss their capital needs and appropriations for next year's budget.

Special Meeting

A special meeting was held to adopt the mandated cybersecurity policy and to approve expenditure for new computers to accept Windows 11.

Since our last Regular Board Meeting, Ohio Township Association shared a sample cybersecurity policy. According to Auditor of States Bulletin 2025-007 townships were to adopt a cybersecurity policy by September 30th and are to have it fully implemented by July 2026.

Resolutions/Motions

- Motion: To approve the minutes from 08-12-2025 Record Commission Meeting.
- Motion: To approve to pay Ohio Auditor of State invoice in the amount of \$5,649.00 for the 2023-2024 Financial Audit currently in process.
- Motion: To approve invoice for repair of police vehicle as of 08/18/2025. (insurance claim).
- Motion: Letter of Intent for New Hires
- Motion: Shoreland's Split of Expenses
- Motion: Ryan's Percentage of Wages
- Resolution: Stormwater Utility Allocation Agreement

Withholdings.

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

Budget Reports

Where do we stand with our budget?

Our revenue and appropriations are on target. Our appropriations do not exceed our estimated amount of resources available.

Fund Summary Reports have been placed on our website under "Financial Updates".

September Clover On-Line Payment Statements have been verified.

August Medicount Statements have been verified.

September Bank Reconciliations have been posted.

Monthly Budget Reports have been sent to Dept. Heads.

Management Reports will be printed for Trustees' review.

Legacy Planning

Wondering how a donation or gift in your will might make a difference in our Township? Please contact our Fiscal Office at 419-410-8304 for more information.



Chief Chris Kaiser – Police Department
Report for October 14, 2025

1. We are ready for Halloween and will have extra patrols in the neighborhoods to ensure the safety of the kids during peak hours. Will have an officer at the fire station to inspect candy after hours.
2. We got car #90 back from Grogan's, however it had to be taken back to shop for minor repairs not corrected or appeared after we picked it up.
3. Our new handguns arrived with no cost to taxpayers. We obtained these weapons through gun forfeitures, seizures, and trade-ins to the firearms deader. We are still waiting for holsters and magazine holders.
4. We had to order 3 new MDTs (mobile data terminals) for police cars as they will not support the new Windows 11. We originally ordered 2 and got approval from the Board. However, when we got damaged car back from Grogan's, we found we needed another one.
5. We held annual firearms qualifications on Saturday, October 4, 2025. Most officers qualified. The remaining officers should be finished by the end of the month.
6. Deputy Chief Hart was in Columbus all last week for a leadership course and training. This is a new, mandated requirement for upper command and new Chiefs.
7. Will be meeting with the Fiscal Officer next week to go over the budget, appropriations, and fiscal matters for 2026.
8. Have sold numerous vehicles on GovDeals (auction site) last month and this month. Projected dollar amount exceeding \$15,000.00.



Chief Mike Bailey – Fire Department
Report for October 14, 2025

1. Chief Bailey attended all scheduled Fire and EMS TAC, Medical HUB, and Lucas County Fire Chief meetings.
2. The Fire Department and Shoreland Firefighters Association will again be hosting a Trunk 'n Treat this October 29th at the Shoreland Elementary School. Candy, food trucks and lots of fun will be had!
3. I would like the trustees to accept the resignation of Kara Grabowski. The Fire Department was saddened by Kara's passing after her recent battle with illness at the young age of 25. Kara was excited to join the Fire Department and work with everyone including her mother, Jody Gruesbeck.
4. I would like the Trustees to accept the resignation of Robert Rudski as he has had a change of job and health status that has left him with little to no time for the Fire Department.
5. I would like to hire Baylee Tefft as a Probationary Paramedic; Kyla Simmons and Nathan Simms to Probationary status.
6. Donations are starting to be accepted for Feather Party 2025. Mark your calendars for November 21st & 22nd.



Roads & Parks Department – Ryan Breininger
Report for October 14, 2025

1. OUPS locates for 811
2. County Siren alarm assistance
3. Cleaning vehicles for Police auctions
4. Shelter house rentals/cleaning
5. Tree trimming for clearance and visibility
6. Stormwater inspections for county records
7. Quoting repairs/replacement of streets for 2026 budget
8. Quoting repairs/replacement of rooftop HVAC unit for township offices
9. Roundabout plant watering
10. Asphalt repair on apron at Villamar park
11. Tow Lot asphalt repairs
12. Antenna added to tower at Blessing Building for winter storm watching
13. 2026 Budget planning for roads, parks, and shelter house needs



Leo Brittson – Township Administrator/Zoning
Report for October 14, 2025

1. Motion to put Patrolman Daniel Wells on Military Leave
2. Cleanup 6031 Bridgeview
3. Updated CIS Form for Don & Shelly
4. PC replacement for Kim, Don, Ryan, 3 for Fire, and myself
5. Gave Chief Mike Bailey township inventory for grant he is working on
6. Reviewed Cyber Security documentation
7. Reviewed Revenue Budget
8. Need Resolution for blight cleanup expenses to be sent to the Auditor and applied to taxes for 6031 Bridgeview Drive in the amount of \$3,618.00
9. Need Resolution for blight cleanup expenses to be sent to the Auditor and applied to the taxes for 2947 Northshore in the amount of \$180.00, up to October 14th
10. Updated web-site with current prices for the Tow Lot
11. Blight Resolutions:
 - 2740 Shoreland 1308 (H)
 - 2528 Point Pleasant Way 1308 (H)
 - 2953 Capri 1308 (H)
 - 2930 Jasik 1308 (H) & 1308 (D) - *Cancelled*
 - 6039 Windamar 1308 (H)
 - 5310 Patriot 1308 (H)