

11/07/25 for Tuesday, November 11th Meeting:

Recap

In our last meeting, resolutions were passed for blight and zoning. The Joint Cooperation Agreement for Ten Mile Creek/Ottawa River Watershed Maintenance between the Board of Washington Township Trustees and Lucas County was made. Motions were passed to hire 3 new employees into the Fire Department. A motion was passed to increase wages for Roads and Park employees, and another was passed to approve the payments for the invoices to Auditor of State and Grogan.

The annual Feather Party and Shoreland Park annual Tree Lighting event dates have been set.

Resolutions were signed and sent to the Lucas County Auditor's Office. The Agreement has been sent to the Lucas County Engineer's Office. Wages were increased, New Hires were entered into payroll and invoices have been paid.

Checklist for New Hires

The checklist for New Hires is being reviewed and New Hire Packets will be made with additional updates. This will include some of the recommendations recently received from OTARMA Risk Management.

Financial Audit

The Financial Audit for 2023 & 2024 is being completed and will be placed on our website for review once the Auditor of State releases it. There were no findings on our audit.

Ten Mile Creek Ditch Improvement

The Agreement passed in our last meeting allows our township to pay the assessments for their residents on an annual basis for this improvement. The total amount of assessments for residential properties in the Township would have been \$17,928.60 (estimated annually at \$2,883.10 for 2026 through 2031).

A new Fund must be created for the purpose of this Agreement and permission to create this fund needs to be received from the Auditor of State's Office. A resolution must be passed before seeking permission from the Auditor of State.

Department Head Meetings

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

Auditor of States Bulletins on New Policies

The Auditor of State released new bulletins just recently whereas new policies will be recommended regarding:

- AOS Bulletin 2025-012 Rewards or Discount Programs
- AOS Bulletin 2025-013 Reimbursement of Sales Tax by Tax-Exempt Public Offices

Samples of these policies will be given in the next couple months.

Unclaimed Funds

A check issued in July for a Shelter Park Deposit Refund is stale dated and no response has been received from the recipient to reissue. A resolution will be needed to transfer the money into the Unclaimed Funds Account.

CyberSecurity Webinar

I attending a webinar sponsored by Huntington Bank: "Disrupting Today's Top Fraud and Cyber Threats". Many of the "Best Practices" they mention we already have in place.

Lucas County 9-1-1 Regional Council of Governments Breakdown

The breakdown for the 9-1-1 invoice is as follows:

- EMS \$13,446.53
- FIRE \$16,378.49
- LAW \$71,276.75

A motion will be needed to pay this invoice.

Special Meeting

A special meeting was held to purchase a 2015 Ford Explorer for our Police Dept. Money that was receipted into General Fund for the excess received in the sale of forfeited vehicles from the tow lot was used for the purchase of this vehicle. Insurance has been obtained.

Resolutions/Motions

- Resolution: Permission to Request New Fund for Ten Mile Creek Ditch Improvement Agreement
- Resolution: Transfer of Funds to Unclaimed Funds Account in the amount of \$150
- Motion: To approve the 9-1-1 invoice \$101,101.77
- Motion: To approve the payment to BWC for the Estimated Annual Premium \$11,929
- Resolution: To add offering Hepatitis B Vaccines to Policy 614
- Motion: To approve to pay for HEP B Vaccines for employees at a determined medical facility.
- Motion: Approve Offer Letter Draft(s) for New Hires
- Motion: Roads/Park Request for Purchase of 2005 Backhoe \$24,000 (Fund Percentages Need Determined)
- Motion: Shoreland's Split of Expenses
- Motion: Ryan's Percentage of Wages

Withholdings.

All withholdings have been paid before the deadlines and monthly 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".

October Clover On-Line Payment Statements have been verified.

September Medicount Statements have been verified.

October 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 November 11, 2025

1. Met with representative from OTARMA to go over risk management. Leo and D/C Hart also in attendance.
2. Halloween in the township went smooth, no issues. Heavy police presence.
3. We took delivery of a 2015 Ford Explorer with only 16,000 miles on it. It is a very clean car. We are working to have it outfitted and ready for the road by the end of the year. This will replace the old 2020 Ford Explore (Car #92) as it has reached the end of its use. We will auction old Car #92.
4. Received a judgment against Victor Woods for \$3,002.00 in a sentencing in Lucas County Common Pleas Court. Woods intentionally damaged one of our police cars by kicking the doors while in the rear of the cruiser.
5. The Police Department came in \$8,000.00 under budget what we appropriated for the 9-1-1 RCOG. Mainly due to transferring office lines for non-emergency calls directly to the police cars and handling calls through the station.
6. Requesting the Board approve employment of Travis Rombach as a part-time patrolman. Travis is currently employed full-time at Owens Community College as a police officer. Background check done through BCI & I and FBI. Rate of pay \$22.05/hr., probationary period of one year. Conditional letter of employment and change of status have been submitted.
7. Requesting the Board to approve employment of Ptlm. Adam VanAllen as a full-time patrolman from a part-time patrolman. Rate of pay \$24.26/hr.; probationary period of one year. Conditional letter of employment and change of status have been submitted.



Chief Mike Bailey – Fire Department
Report for November 11, 2025

1. Chief Bailey attended all scheduled Fire and EMS TAC, Medical HUB, and was updated on all Lucas County Fire Chief meetings.
2. The Fire Department and Shoreland Firefighters Association hosted our 2nd annual Trunk or Treat this October 29th at the Shoreland Elementary School that saw a great turnout with over 583lbs of candy worth over \$2,800.00 distributed to our friendly ghosts and goblins of the community!
3. I would like the trustees to accept the resignation of Baylee Tefft.
4. Donations are in full swing and being accepted for Feather Party, November 21st & 22nd.
5. I would like the Trustees to update the status of Dustin Moon to FF/EMT as he has completed his Probationary period and is officially a badged member of the Fire Department.
6. Chief Bailey completed OTARMA assessment of the Fire Department as part of the recommendations to the Township.
7. New computers were placed into service as a part of the Windows 11 conversion to keep our systems and CAD up to date.
8. I ask the Trustees to authorize payment of our ESO invoice to continue use of our electronic health record, Fire incident reporting, Personnel management software, EHR billing interface and CAD integration in the amount of \$4,808.71.
9. Chief Bailey and Drew Lasley completed the 2025 American Heart Association CPR update as Instructors.



Roads & Parks Department – Ryan Breininger
Report for November 11, 2025

1. OUPS locates for 811
2. Cleaning vehicles for Police auctions
3. Shelter house rentals/cleaning
4. Quoting repairs/replacement of streets for 2026-2027 budget
5. Quoting repairs/replacement of rooftop HVAC unit for township offices
6. Roundabout plant watering
7. Leaf pick-up started
8. Testing used backhoe for replacement
9. Replacement of hanging heaters in Blessing Building for energy-savings
10. Installation of motion light sensors for energy-savings
11. Spreadsheet improvements for zoning data sharing within township

Other Items

- Rick Phillips - 29 Years with roads and 50 years with township.

Announcements

- Halloween Party for Autism Society of Northwest Ohio went well last Friday 10 Oct. Thank you for Police and Fire.



Leo Brittson – Township Administrator/Zoning
Report for November 11, 2025

1. PC setup for Don, Ryan, 3 for fire, and myself; completed work on Kim's
2. Met with OTARMA Risk Management & Department Heads
3. Ordered laptop for Bill Long
4. Created offer letter for new hires
5. Reviewed Revenue Budget
6. Need Resolution blight cleanup expenses to be sent to the Auditor and applied to taxes for 2947 Northshore in the amount of \$60.00 up to November 11th
7. Updated web-site for Christmas Tree Lighting & Feather Party
8. Blight Resolutions submitted for Cleanup:
 - 2753 Shoreland 1308 (H)
 - 2528 Point Pleasant Way 1308 (H)
 - 2953 Capri 1308 (H)
 - 6039 Windamar 1308 (H)
 - 5310 Patriot 1308 (H) -- Homeowner working on. (Weekends)