

the regular session of the Washington Township Trustees

At the Township Hall, Lewistown, Monday, January 10, 2022 at 6:30 PM

The Washington Township Trustees met in regular session on Monday, January 10, 2022 at 6:30 PM at the township hall with Trustees Don Lewis, Jason Faulder, and Tucker Berg present. Others present: Fiscal Officer, Lisa Miller, Zoning Inspector Gary Bias, Road Supervisor, John Newland, and Police Chief Core. Other Present: Dave Rogers, Sharon DeVault and Chris Swygart.

Organizational Meeting:

The meeting was opened by Fiscal Officer, Lisa Miller with the Pledge of Allegiance to the flag and roll call. Fiscal Officer Miller opened the floor for nominations of chairman and vice-chairman for the year 2022. Trustee Lewis nominated Trustee Faulder as Chairman, Trustee Berg seconded the motion. Trustee Faulder nominated Trustee Berg as Vice-Chairman, Trustee Lewis seconded. All answered Aye and the nominations were approved with a 3-0 vote. Fiscal Officer Miller gave **Trustee Faulder and Trustee Berg their Oath of Office and Certificate of Elections.**

Trustee Faulder then took over the meeting as Chairman of the Washington Township Board of Trustees for the year 2022.

Trustee Berg made a motion to waive the reading of the minutes from the December 13, 2021 Regular Meeting and the December 28, 2021 Special Meeting and accept them as written. Trustee Lewis seconded the motion. A vote was taken and all answered Aye – motion passed 3-0.

- ◆ **Pay Financial Obligations** - Fiscal Officer Miller presented and Trustee Berg made a motion to pay all financial obligations. Trustee Lewis seconded the motion. A vote was taken and all answered Aye – motion passed 3-0.
- ◆ **Financial Reports** - Fiscal Officer Miller also presented the Trustees for the period of 12/1/2021– 12/31/2021 a Fund Status Report, Receipt Register, Appropriation Status, Revenue Status, Payment Register, and Bank Reconciliation for their review and signature. Trustee Berg made a motion to approve the financial reports. Trustee Lewis seconded the motion. A vote was taken and all answered Aye - motion passed 3-0.
- ◆ **Township Meetings** – Trustee Faulder reminded all in attendance that the **regularly scheduled Washington Twp. Board of Trustees meetings will continue to be held the second Monday of each month at 6:30 PM** If there are any other changes to a meeting date, as always, it will be publicly advertised. I need a motion to approve the meeting dates. Trustee Berg made a motion to approve meeting dates. Trustee Lewis seconded the motion. A vote was taken and all answered Aye - motion passed 3-0.
- ◆ **Mileage** – Trustee Berg made a motion to set the mileage reimbursement rate for 2022 to 58.5 cents per mile for township officials traveling outside of the township to perform township business. Trustee Lewis seconded the motion and all answered Aye – motion passed 3-0.
- ◆ **Vacation** – Trustee Berg made a motion that the township continue to provide and pay for two weeks (80 hours) vacation for full-time hourly employees. Part Time employees may take 40 hours annually. Trustee Lewis seconded the motion; all answered Aye – motion passed 3-0.
- ◆ **Trustee Faulder: Requested a motion for approval of the following three appointments (Trustees will serve two years for each appointment and rotation will occur again in January, 2023 as specified by the Indian Lake EMS Bylaws): Trustee Lewis made a motion to approve the nominations and Trustee Berg seconded; all answered Aye – motion passed 3-0.**
 1. **Indian Lake Joint Fire District Board** – Trustee Berg will serve on the ILJFD in 2021-2022
 2. **LUC Representative** – Trustee Faulder will serve on the LUC Board in 2021-2022
 3. **Indian Lake EMS Representative** – Trustee Lewis will serve on the EMS Board in 2021-2022
- ◆ **Mandatory Attendance** – Trustee Faulder: In past years, it has been mandatory that all department heads attend monthly township meetings. Need a motion to approve. Trustee Berg made a motion to approve the requirement and that employees will be paid for attending. Trustee Lewis seconded the motion; all answered Aye and the motion was passed 3-0.
- ◆ **Elected Officials Pay**- Trustee Berg made a motion to accept per ORC Section 505.24 and 507.09, that township trustees and clerk salaries are paid at 100%. Trustee Lewis seconded the motion; all answered Aye and the motion was passed 3-0.
- ◆ **Depository Agent for Washington Township for 2022** – Trustee Berg made a motion to approve The Huntington National Bank be the Depository Agent for Washington Twp. in 2022. Trustee Lewis seconded the motion; all answered Aye and the motion was passed 3-0.
- ◆ **Township Purchasing Agents** –Trustee Faulder: Need a motion to approve the following employees and/or elected officials as purchasing agents: Trustees Lewis/ Faulder/Berg, Fiscal Officer Lisa Miller, Zoning Inspector Gary Bias, Road Supervisor John Newland, Lt. Thompson and Police Chief Rick Core. Trustee Berg made a motion to approve the named purchasing agents as listed and Trustee Lewis seconded the motion. Trustee Faulder: **A reminder that there must be a PO in place prior to any purchases and may not exceed \$250 without Trustee and Fiscal Officer approval.** All answered Aye and the motion was passed 3-0.
- ◆ **Set Zoning Fees** – Trustee Faulder: I need a motion for all zoning fees to remain the same as currently written in the Washington Township Zoning Resolution. Trustee Berg made a motion that all zoning fees remain the same as currently written and Trustee Lewis seconded the motion; all answered Aye and the motion was passed 3-0.
- ◆ **Zoning Commission Board**

The following are serving on the:**2022 Zoning Commission Board Members:**

- 2018-2022 Terry Miller
- 2019-2023 Mark Gibson (Chairman)
- 2020-2024 Jerry Snipes
- 2021-2025 Ron Kimmel
- 2022-2026 Libby
- Alternates: David Snapp, Mike Thompson

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◆ **Zoning Appeals Board** –

The following are serving on the: **2022 Zoning Appeals Board Members:**

- 2018-2022 Bud Christman
- 2019-2023 Steve Strauser (Chairman)
- 2020-2024 Brian Hough
- 2021-2025 Sharron Klahr
- 2022-2026 Melissa Miller
- Alternate: David Snapp, Mike Thompson, and Libby

Trustee Berg made a motion to approve the ZCB and the ZAB members and alternates. Trustee Lewis seconded the motion; all answered Aye and the motion was passed 3-0.

◆ **Township Blanket Purchase Order** – Trustee Berg made a motion to set maximum blanket purchase orders not to exceed \$25,000, if or when needed, by Fiscal Officer Lisa Miller. Examples would be for Dayton Power & Light, MJS Oil, etc. the motion was seconded by Trustee Lewis. All answered Aye and the motion was passed 3-0.

◆ **Reallocation of monies within the same Fund** - Trustee Berg made a motion to allow Fiscal Officer, Lisa Miller, to reallocate line item monies (must be within the same fund) on an as needed basis for the year 2022. Fiscal Officer Miller will then no longer need a resolution to reallocate line item funds but will advise trustees of any transfers she makes. Trustee Lewis seconded the motion. All answered Aye and the motion was passed 3-0.

END OF ANNUAL ORGANIZATIONAL MEETING AND MOVING ON TO MONTHLY REGULAR MEETING

REPRESENTATIVE'S NAME	Fiscal Officer, Lisa Miller
FINANCIAL REPORT 12/1/2021-21/31/2021	<ul style="list-style-type: none"> • Financial Report – Our starting fund balance on December 1, 2021 was \$1,387,157.00 Revenue for the month of December was \$85,772.45 and monthly expenditures were \$208,279.70. Year to date revenue collected was \$960,199.05 and estimated revenue budgeted for 2021 was \$918,940.68 so we collected 104.49% of what was estimated for the year. Our year to date expenditures were \$811,041.67 and final appropriations were \$1,121,076.71 (72.35%) leaving an ending fund balance of \$1,264,649.75 as of December 31, 2021.
MOTION TO APPROVE FINANCIAL REPORT	Trustee Berg
MOTION TO APPROVE SECONDED	Trustee Lewis
VOTING ROLL CALL	VOTE
Trustee Lewis	Yes
Trustee Faulder	Yes
Trustee Berg	Yes
VOTING RESULTS – Approved	YES: 3 NO: 0

DEPARTMENT	ADMINISTRATION / FINANCES
REPRESENTATIVE'S NAME	Fiscal Officer, Lisa Miller
OTA Winter Conference Elected Officials and Department Heads are posted on Twp. Website Meeting Dates 2021 Financial Report and W-2's	<ul style="list-style-type: none"> • 2022 Ohio Township Association Winter Conference – is being held January 26-28, 2022; If anyone else wants to attend, please let me know. The fee is \$65 and payable by the township. • Information – Contact information for Elected Officials and Department Heads are posted on the township website: washtwp.net • 2022 Meeting Dates - were published in the Examiner on January 10th as well as on the communications board outside the township hall. • 2021 Financial Report - is due to State of Ohio by February 28, 2022. Once completed, an ad will be placed in the Bellefontaine Examiner notifying the public that it is available for viewing. • 2021 W-2's - will be mailed by or before January 31, 2022

LEGISLATION

NUMBER	Resolution 2022-001
TITLE	RESOLUTION AUTHORIZING THE SALE OF SURPLUS TOWNSHIP PROPERTY BY INTERNET AUCTION THROUGH GOVDEALS.COM.
STATUS	Passage
MOTION TO	Approve
DISCUSSION	A RESOLUTION AUTHORIZING THE SALE OF SURPLUS TOWNSHIP PROPERTY BY INTERNET AUCTION
VOTING ROLL CALL	Trustee Lewis made a motion to approve Resolution 2022-001 and Trustee Berg seconded. A vote was taken and the results were:
Trustee Lewis	Yes
Trustee Faulder	Yes
Trustee Berg	Yes
VOTING RESULTS	YES: 3 NO: 0 Resolution 2022-001 Passed

DEPARTMENT	ZONING DEPARTMENT
REPRESENTATIVE'S NAME	Gary Bias, Zoning Inspector
REPORT/DISCUSSION	<ul style="list-style-type: none"> • Handled approximately 60 calls last month • One (1) zoning permits was issued for fence at 8110 Indian Drive • Violation letter status update: <ul style="list-style-type: none"> a. Checked out some issues reported to me from residents at the last township meeting: <ol style="list-style-type: none"> 1. Tree that fell on a lot a Hickory, it is not blocking the road, so it is not a nuisance 2. Pile of drywall on front porch & pile of brush behind the house on College St. so I will send them courtesy violation letter. 3. Drove by to check out the house that caught on fire on Walnut but do not see that I can issue the nuisance letter for that. b. Sent Colonial Mobile Home Estates owner a courtesy warning letter asking him to notify his tenants on the north & east side of the park to remove all the lawn furniture, swimming pools, swing sets & miscellaneous debris from Southshore LLC (Ron Becker's property) onto their lots. Manager, Ron Childs, says he cannot do that as it not their property. He provided me with a list of tenants on the north & east end of the mobile home park. I sent six of tenants plus the owner another courtesy letter telling them they have until Dec. 31, 2021, to clean up and move everything off Southshore property onto their lot. They have not done that. So, I'm asking the trustees under the Procedure for O.R.C. #505.87 Nuisance Abatement to declare this property a nuisance by resolution. The procedure calls for the trustees to send a copy of the resolution to the property owner by certified mail telling they have 7 days to abate this nuisance. Which I will be glad to do but will add would the trustee's names as the senders. After 7 days the trustees can have the property cleaned up and prepare a resolution of costs incurred and file it with the County auditor to be entered on the tax duplicate for collection. Is this procedure what the trustees want done as Ron Becker wants me to get back to him with an answer? Trustee Faulder: If this is on the property purchased by Mr. Becker that is not our responsibility to clean it up. He purchased the property knowing that it needed cleaned up, and that should have been settled between him and the seller at time of purchase. Even if we did clean it up we would attach that to his tax bill as that's where the cleanup would be ; we couldn't attach that to the trailer park tax bill as that's not their property anymore. Gary: I'll tell him maybe get a dumpster and backhoe it. c. I get a call every few weeks from owners of the Montgomery and Marion Drives, they are still working on cleaning them up. I would like to get the Trustee's approval to tell them the next time they call that they have until May 1, 2022 to get both properties cleaned up and will also send them a certified letter. Trustee Faulder: • The Zoning Appeals Board met on January 3, 2022, for a conditional use /variance application 2022-01 filed by Mike & Cassie Scherer at 2869 TR 247 in DeGraff. He filed a conditional use for a hardship & variance for longer than the 6 months it shows in our zoning ordinance. He wants to set a mobile or manufactures home on his 5 acre parcel for his mother whom he said had dementia. I had mailed the property owners & the contiguous property owners certified letters concerning this application. We also ran the Public Notice in the Examiner on Dec. 22. 2021. I had also emailed the owners as they had requested the trustee's names & phone numbers which I sent them. They did not show up at the ZAB meeting, so I called them. He said he never got my certified letter or my email. I asked if they could come to the meeting that night & he said no. So, we held the meeting & the ZAB denied his request. I called the post office the next day. They had tried to deliver the certified letter, but no one was home so they left a notice for them to come to the post office to pick it up They did not do that, so the post office is returning the certified letter back to me. My question to the trustees is, do we make them pay another \$350 to file this again? Trustee Faulder: Yes, he would need to pay again. We did everything we could to notify him and not our fault that he declined picking up his certified mail. I also feel that if it was denied by the Zoning Appeals Board it will likely be denied again and we have additional costs in setting up another meeting so yes, he will have to pay again if he intends to file. Gary: He'll have to pay and file again if he wants to proceed then, I'll let him know. • Easements - Mark Gibson called me asking questions about the easements around the lake. Which were alleys and which were fire lanes? Who owns them? Who determines what they are used for and who maintains them? I asked Bill Goslee years ago if the township was responsible for them. He said no and whomever was asking needed to see a lawyer as it was a legal matter. I would like to ask the trustees if they want me to investigate this matter to determine the owners and who is responsible for maintaining them or do you want me to do anything at all? John: I called ODNR and they said it was Washington Twp. Trustee Faulder: That was at the end of a road though so that's a little different. Gary: I've talked to the State Park and no one wants to deal with them. Trustee Faulder I know we have questioned these easements since before I was Trustee and we have never gotten an answer. I have heard some are State, Fire Dept. or ours. I'm ok with you, or anyone else looking into this but I don't know if we will ever really find out. • Logan County Land Bank – I'm going to attend the Logan County Land Bank meeting on January 11 for the Village of Lakeview. They have some parcels in that program that I need to check on. Do the trustees want me to put together a list of Washington Township parcels for them to review in an upcoming township meeting? They can then decide at a later date if they want to present them to the Land Bank Committee. Trustee Faulder: Yes, I would be happy to continue sending properties to the land bank in hopes of getting help with a couple structures. I know it's a lot of work and a low chance of getting it but if it's not too much for you Gary, then yes get the list ready and we can decide which to submit to the Logan County Land Bank. • Laptop - I am having software issues with my zoning laptop as it no longer supports Windows 7. I purchased Windows 10 and have tried to download it, with no success. I had also purchased MS Office 365 for my personal laptop and tried downloading it with no success. So, until I get this fixed it makes it difficult to update my Washington Township files from 2021 to 2022. So, bear with me until I get this fixed. • Any questions or follow-ups for me?

DEPARTMENT	POLICE DEPARTMENT
REPRESENTATIVE'S NAME	Police Chief, Rick Core
Report / Discussion	<ul style="list-style-type: none"> ● CFS – In November we had 277 calls for service and 263 in December so a slight decrease. No spikes in any particular area so looks pretty normal. ● Phone Scams – I know I talked last month about being aware of phone scams. If someone asks you to purchase a gift card, hang up the phone. Make sure you have your packages dropped off at secure locations as criminals are stealing them from homes. ● Healthcare Scams - There are now healthcare scams going on – do not give anyone your social security number, name, address, birthdate, credit card number, health care information, etc.... We have had calls regarding all of the above so please let your friends, family and neighbors know so they can be looking out for these scams.

DEPARTMENT	ROAD DEPARTMENT
REPRESENTATIVE'S NAME	John Newland, Road Supervisor
REPORT/DISCUSSION	<ul style="list-style-type: none"> ● Maintenance – working on truck maintenance; just about caught up there. ● Lift is ordered – will be here to install; probably end of month or first of February ● One burial at Plum; no one was there. No family but had a spot so we took care of it. ● Cut brush on 207 ● Salt Spreader is in but controls are back ordered; as soon as he receives them, he's going to call me. ● Berming on 247 ● Put plows on truck > fixed o rings ● Cleaned out trucks and Maintenance Building to get ready for the lift and tire changer.

BOARD REPORTS

ENTITY	LUC
PRESENTED BY	Trustee Faulder
Discussion / Report	<ul style="list-style-type: none"> ● Nothing for Logan County

ENTITY	EMS
PRESENTED BY	Trustee Lewis
Discussion / Report	<ul style="list-style-type: none"> ● Meeting last night – Money Market is \$1.1 million and checking is \$33,000 ● Chief Strayer said Degraff is going to try another year to keep running over there; we'll give mutual aid and possibly use a vehicle from the Sheriff's Dept. and see how that goes. ● Jackson Ctr – no discussion ● That's it – didn't discuss much

ENTITY	FIRE BOARD
Presented By	Trustee Berg
Discussion / Report	<ul style="list-style-type: none"> ● Total Balance in checking and CD's is \$518,642.09 ● Ordered and purchased snow blade ● Water Consumption was 5,000 gallon consumption (fires at Longview Cove and HTM vehicle in parking lot) ● UTV is in ● Four (4) Firemen will be going to Wooster for additional training in ice rescue training

OLD BUSINESS	
Discussion	<ul style="list-style-type: none"> ● Trustee Lewis: I contacted Lee's Surveying to let them know about that pin. They said when it's something affecting our property it's OK to move it. And actually, the pin is an old pin and one guy owns both properties and it didn't need to be there in the first place. They said thanks for checking and offered to give it to us.

NEW BUSINESS	
Discussion	<ul style="list-style-type: none"> ● Trustee Lewis: The Trustees take care of the Park. Not much going on there right now but come spring we will need to look at the bleachers first since we have to get side/back rails on them. John, we can do that ourselves, right? John: Yes, when it warms up that's something we can do.

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PUBLIC COMMENTS		
NAME	VISITOR	QUESTIONS FOR TRUSTEES
Chris Swygart	Visitor	<ul style="list-style-type: none"> When you come in and go thru without an agenda...? Trustee Faulder: An agenda is just a holding place for our own notes and Gary gives us his report prior to the meeting. Other than that, each Department Head, Fiscal Officer and Trustees give their own reports and take questions when asked. All of us add what they need for their own note taking. With money that's being saved doing maintenance – is there money available to hire another person to help out the Road Dept. ? Trustee Faulder: We've asked John if he needs someone else and he tells us no, he doesn't. John, do you need another guy to help out? John: No Trustee Faulder: We already have a part-time road worker who can work more hours whenever John or the Trustees feel it's necessary.

NEXT SCHEDULED MEETING

TYPE OF MEETING	Regular
DATE	2/14/2022
TIME	6:30 PM
LOCATION	Washington Township Hall

MEETING ADJOURNMENT

MOTION BY	Trustee Berg
MOTION SECONDED BY	Trustee Lewis
VOTING ROLL CALL	VOTE
Trustee Lewis	Yes
Trustee Faulder	Yes
Trustee Berg	Yes
VOTING RESULTS – Motion Passed	YES: 3 NO: 0

MINUTES PREPARED BY

SIGNATURE	TITLE	DATE
	Fiscal Officer	2/14/2022

WASHINGTON TOWNSHIP BOARD OF TRUSTEE CERTIFIED

	TITLE	DATE
Trustee Faulder -	Trustee and Chairman of the Board	2/14/2022
Trustee Berg -	Trustee and Co-Chairman of the Board	2/14/2022
Trustee Lewis -	Trustee and Member of the Board	2/14/2022