

Washington Township Board of Trustees Record of Proceedings

The Washington Township Trustees met in regular session on Monday, January 12, 2023 at 6:30 PM at the township hall with Trustees Tucker Berg, Don Lewis, and Jason Faulder present. Others present: Fiscal Officer, Lisa Miller, Road Supervisor, John Newland, Zoning Inspector, Gary Bias and Police Chief Thompson.

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 2023. Trustee Lewis nominated Trustee Berg as Chairman, Trustee Faulder seconded the motion. Trustee Faulder nominated Trustee Lewis as Vice-Chairman, Trustee Berg seconded. All answered Aye and the nominations were approved with a 3-0 vote.

Trustee Berg then took over the meeting as Chairman of the Washington Township Board of Trustees for the year 2023.

Trustee Berg made a motion to waive the reading of the minutes from the December 12, 2022 Regular Meeting and the December 22, 2022 Special Meeting and accept them as written. Trustee Faulder seconded the motion. A vote was taken and all answered Aye – motion passed 3-0.

- ◆ **Pay Financial Obligations** - Fiscal Officer Miller presented and Trustee Lewis made a motion to pay all financial obligations. Trustee Faulder 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 12/1/2022– 12/31/2022 a Fund Status Report, Receipt Register, Appropriation Status, Revenue Status, Payment Register, and Bank Reconciliation for their review and signature. Trustee Lewis made a motion to approve the financial reports. Trustee Faulder seconded the motion. A vote was taken and all answered Aye - motion passed 3-0.
- ◆ **Township Meetings** – Trustee Berg 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** and has been advertised in the Bellefontaine Examiner and Shopper’s Edge as well as our township website. 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 Lewis made a motion to approve meeting dates. Trustee Faulder 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 2023 to 65.5 cents per mile for township officials traveling outside of the township to perform township business. This is the 2023 standard mileage rate provided by the IRS. Trustee Lewis seconded the motion and all answered Aye – motion passed 3-0.
- ◆ **Trustee Berg: 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, 2025 as specified by the Indian Lake EMS Bylaws): Trustee Lewis made a motion to approve the nominations and Trustee Faulder seconded; all answered Aye – motion passed 3-0.**

1. **Indian Lake Joint Fire District Board** – Trustee Faulder will serve on the ILJFD in 2023-2025

2. **LUC Representative** – Trustee Berg will serve on the LUC Board in 2023-2025

3. **Indian Lake EMS Representative** – Trustee Lewis will serve on the EMS Board in 2023-2025

- ◆ **Mandatory Attendance** – Trustee Berg: In past years, it has been mandatory that all department heads attend monthly township meetings. Need a motion to approve. Trustee Lewis made a motion to approve the requirement and that employees will be paid for attending. Trustee Faulder 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 fiscal officer 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 2023** – Trustee Berg made a motion to approve The Huntington National Bank be the Depository Agent for Washington Twp. in 2023. Trustee Lewis seconded the motion; all answered Aye and the motion was passed 3-0.
- ◆ **Township Purchasing Agents** –Trustee Berg: Need a motion to approve the following employees and/or elected officials as purchasing agents: Trustees Berg/Lewis/Faulder, Fiscal Officer Lisa Miller, Road Supervisor John Newland, Zoning Inspector Gary Bias Chief Thompson. Trustee Lewis made a motion to approve the named purchasing agents as listed and Trustee Faulder seconded the motion. Trustee Berg: **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 Berg: I need a motion for all zoning fees to remain the same as currently written in the Washington Township Zoning Resolution. Trustee Lewis made a motion that all zoning fees remain the same as currently written and Trustee Faulder seconded the motion; all answered Aye and the motion was passed 3-0.
- ◆ **Zoning Commission Board**
The following are serving on the: **2023 Zoning Commission Board Members:**
 - 2019-2023 Mark Gibson (Chairman)
 - 2020-2024 Mike Thompson
 - 2021-2025 Ron Kimmel
 - 2022-2026 Libby Toussant
 - 2023-2027 Terry Miller
 - Alternates: David Snapp
- ◆ **Zoning Appeals Board**
The following are serving on the: **2023 Zoning Appeals Board Members:**
 - 2019-2023 Steve Strauser (Chairman)
 - 2020-2024 Brian Hough
 - 2021-2025 Sharron Klahr
 - 2022-2026 Melissa Miller
 - 2023-2027 Bud Christman
 - Alternate: David Snapp, Mike Thompson, and Libby

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Trustee Lewis made a motion to approve the ZCB and the ZAB members and alternates. Trustee Faulder 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 AES, 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 2023. 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 (have not changed until we |
|--|---|
| FINANCIAL REPORT 12/1/2022-12/31/2022 | Financial Report – Starting fund balance was \$1,549,237.93 on 12/1/2022. We received \$15,661.13 in revenue and expenditures were \$86,353.57 leaving an ending balance on 12/31/2022 of \$1,478,545.49. Our YTD revenue is \$1,167,898.54 and our YTD expenditures are \$954,002.80. |
| MOTION TO APPROVE FINANCIAL REPORT | Trustee Lewis |
| MOTION TO APPROVE SECONDED | Trustee Faulder |
| 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 | <ul style="list-style-type: none"> ● 2023 Ohio Township Association Winter Conference – is being held January 26-28, 2023; If anyone else wants to attend, please let me know. The fee is \$125 and payable by the township. |
| Elected Officials and Department Heads are posted on Twp. Website | <ul style="list-style-type: none"> ● Information – Contact information for Elected Officials and Department Heads are posted on the township website: washtwp.net |
| Meeting Dates | <ul style="list-style-type: none"> ● 2023 Meeting Dates - were published in the Examiner on December 19, 2022 as well as on the communications board outside the township hall, township website, and Shopper's Edge. |
| 2021 Financial Report and W-2's | <ul style="list-style-type: none"> ● 2022 Annual Financial Report - is due to State of Ohio by February 28, 2023. Once completed, an ad will be placed in the Bellefontaine Examiner notifying the public that it is available for viewing. ● 2022 W-2's - will be mailed on or before January 31, 2023 |

LEGISLATION

| NUMBER | Resolution 2023-001 |
|------------------------|---|
| 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 2023-001 and Trustee Faulder 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 | ROAD DEPARTMENT |
|-----------------------|---|
| REPRESENTATIVE'S NAME | Road Supervisor, John Newland |
| REPORT/DISCUSSION | <ul style="list-style-type: none"> ● Little plowing which is good; wind was strong ● Like to run up to National and get rock salt for that spreader before the next snow. Trustee Lewis made a motion to approve picking up rock salt at National and Trustee Faulder seconded. A vote was taken and all answered "Aye" – motion passed 3-0 ● Batteries are in the trucks ● Leonard's will call when they can get the 550 in ● Trimming on some limbs on the south end ● Bermed out there; pretty bad areas at intersection from semi-trucks ● I can't get a dealer to call me back; Trustee Faulder: You'll have a lot of luck at that conference. Called four times and no calls back, I think I'm going to call a guy in Columbus like McArthur did. ● That's all I have |

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| DEPARTMENT | POLICE DEPARTMENT |
|-----------------------|---|
| REPRESENTATIVE'S NAME | Police Chief, Michael Thompson |
| Report / Discussion | <ul style="list-style-type: none"> • I would like to thank the Trustees for the new pay and benefit increases and the allowance of one of the two full-time positions requested – the guys are very thankful as am I. • Citizens Academy is going well – 21 participants • Would like to invite you guys to Citizens Academy Graduation – January 31st at 1700 at Lewistown Church Hall and is being catered by Vic's Country Cookin' • Would like to thank A&H hose and Dawson Construction for their \$500 donations towards graduation meal and t shirts for the Citizens Academy. • Police Officers Association – 501C3 • We became Ohio Collaborative accredited through OCJS – extra layer of protection in use of force is the biggest benefit to the program. • Having some issues with the wiring in the 2022 Explorer – PARR will be here January 13th to work on that – I plan to argue it's a warranty repair and shouldn't be any cost to the Township. • Working on an OCJS grant to pay for four years of body camera related costs – will keep you guys updated on this. <p style="text-align: center;"><u>Requests</u></p> <ul style="list-style-type: none"> • Range – approved by our insurance company and would like to start working on it with John • Patriots Attic - \$5,828 total for guns, holsters, lights and ammo (\$5000 in donations towards this) <u>Lisa will write check for this at February meeting and they agreed to net 30 the sale</u> • Angie Hackley – Grant Writer • D.A.R.E. – I would like to send SRO Miller to D.A.R.E. training in Columbus on September 18 – 29, 2023. The cost is \$1000.00 to be paid by ILS. Training is September 18-29. We will begin the next school year teaching drug prevention programs to ILES, ILMS and ILHS • New Office Computer – we discussed it a while back and wanted to check with Lisa on the timeline of receiving it |

| DEPARTMENT | POLICE DEPARTMENT |
|-----------------------|--|
| REPRESENTATIVE'S NAME | Zoning Inspector, Gary Bias |
| Report / Discussion | <ul style="list-style-type: none"> • I handled approximately 45 calls last month • Issued (3) zoning permits for: <ul style="list-style-type: none"> New foundation permit 1587 on Orchard Ave Accessory building/boathouse permit #1587 on Edgewater in Moundwood Accessory building permit #1585 TR 24 • I have been communicating with a rep from a German Pharmaceutical company looking to build on World Class drive. They eliminated the cafeteria and single family dwelling on the parcel so no variance would be need for a manufacturing plant. • Heard back from Comstor rep on the billboards along SR 33 that Charlie Williams wants to re- install. He gave me the estimated cost & I told him what his permit would cost. Reminded him that I have not seen a drawing yet that would be needed to finalize this along with a copy of the State permit. • Need an update from Michael Thompson on changing the drone software text so the address' info on the video is readable and also where we at on the legal requirements to fly & recorder over residential parcels? • Still waiting to hear back from the owner of the 5 parcel (50 acres) on SR 235 where we did the drone flyover. I have sent the property owner (Rudy Wagler) a "Declaration of Use for Agricultural Purposes" form to complete & return to me. He called me to ask why he needed to fill this out and I told him that if he doesn't complete this form & turn it in to me that he will need to take out a zoning permit as the new building would be considered an accessory building. I've told the surveyor that they have to meet the 3-1 ration on splitting up these parcels. If theses can't meet it then they need to file for a variance .Haven't heard back from him yet. • I called Arie Pequignot at the Health Dept. to get an update on the reports I filed on their website. He asked me to email him a list of those I've filed which I did today. • I emailed a copy of the proposed Washington Township Warning form that we're planning on have the police department or zoning deliver to residents for various violations. We need to decide where these get filed and Michael wants them stored in an envelope with several spaces for attempted service. Trustees need to decide in this want this carbonless 2 sheet form made & if yes how many? Do we have envelopes we can put spaces on with names & dates or do we have some printed? • Are we waiting until after the special meeting for the Trustees to decide if John does the demolition or do we use a contractor? • Anita R. Parks at 7621 SR 366, John's estimate is \$10,936 and Reichert's estimate is \$13,010 • James E. Mills, C/O U.S. Bank Trust National Association as Trustee of American Homeowner Preservation Trust, and Series AHP Servicing, 1515 S. Federal Hwy. Ste. 100, Boca Raton, FL, 33432, at 8937 Crescent St., John's estimate is \$8,036 and Reichert's estimate is \$9,313 • Curtis Martin at 7652 CR 91.,John's estimate is \$10,722 and Bobcat Multi-Work's estimate is \$8,240 • Have the Trustees decided to proceed on these parcels or wait until after the special meeting. Do they want John to do an estimate or go contractor estimates? I'm not willing to ask contractors for estimates if we're not going to do any of these in 2023. |

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| DEPARTMENT | ZONING DEPARTMENT |
|-----------------------|---|
| REPRESENTATIVE'S NAME | Zoning Inspector, Gary Bias |
| Report/Discussion | <ul style="list-style-type: none"> ● Stacey Kidder for parcel 51-032-16-17-002-000 located at 7174 Allen Dr., Russells Point, OH 43348. The grass, weeds and debris need to be cleaned up. The Trustees need to decide if they want John Newland do this or get an estimate from a contractor? ● Renna Henkle C/O Renna Stutzman for parcel 51-032-00-00-024-000 located at 7078 Twp. Rd. 94, Lewistown, OH 43333 for tall grass, weeds, and debris cleanup. There may also be vehicles that our police department will need to determine if they are disabled and can be towed. This parcel is now in the foreclosure process. Do the trustees want to wait until this process is over? ● Connie Francis for parcel 51-060-06-04-003-000 located at 7694 CR 91, Lewistown, OH43333 for trash, debris, tires, disabled vehicles, and probably unhealthy living conditions. ● Todd Weeks for parcel 51-060-06-06-006-000 located at 7972 Council St., Lewistown, OH 43333 for trash, debris, disabled vehicles, and probably unhealthy living conditions. ● Mary Delong for parcel 51-060-06-11-002-000 located at 8000 Council St., Lewistown, OH 43333 for trash, debris, disabled vehicles, and probably structurally unsafe. ● Clavon & Chris Mees for parcel 51-073-00-00-017-000 located at 2983 SR 235, De Graff, Oh 43318 for trash, debris , and numerous disable vehicles. ● The special meeting with Breanne Parcels, new LC Prosecuting Attorney to discuss nuisances, junk/disabled vehicles and what documentation is required to take legal actions for these issues. Is set for Wednesday January 18, 2023, at 10 AM. Did the document that Michael Thompson created for disabled vehicles get approved as a township police resolution? ● I've emailed Breanne Parcels a copy of Oct. 25 Zoning Procedure meeting, copy of our nuisance list, and draft agenda for the meeting for her to review before the special meeting. CC'd Trustees, Lisa, Michael & John ● I waiting to hear back from Breanne & LUC on if a zoning permit is needed for a new Verizon cell phone tower. ● I am back on the job as your zoning officer as of January 10, unless I'm told something different tonight. ● I will be working on catching on my zoning filing over the next month. I'm planning on setting up shelving in the zoning office e to hold all the boxes of documents that will be labeled by year. If the trustees want these stored somewhere else, let me know now? ● Any questions or follow-ups for me? |

BOARD REPORTS

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

| ENTITY | EMS |
|---------------------|--|
| PRESENTED BY | Trustee Lewis |
| Discussion / Report | <ul style="list-style-type: none"> ● There is \$1,480,321.17 in the money market account and \$45,580.97 in the primary account. ● 139 runs last month ● Josh discussed the Community Medic Program ● Discussion on Riverside EMS disbanding, Pleasant and Bloomfield Townships (how funded) and future as far as service and funding. Robin Reames made a motion to approve continuing Bloomfield contract at only \$836/year and Don Lewis seconded the motion. All concurred on roll call. ● Switched insurance from Waypoint to Peter Stolley Insurance |

| ENTITY | JOINT INDIAN LAKE FIRE BOARD |
|---------------------|---|
| Presented By | Trustee Berg |
| Discussion / Report | <ul style="list-style-type: none"> ● Total balance in checking and CD's is \$491,324.32 ● Reviewed annual pay for Administrators and Firemen ● Locked in natural gas from direct energy ● 1750 gallons of water consumption ● Level 1 will take class on Jan 17 ● ODNR grant received ● MARCS grant – still waiting to hear if they got the grant ● Donation from the Moose Lodge |

| OLD BUSINESS | |
|--------------|--|
| Discussion | <ul style="list-style-type: none"> ● None |

| NEW BUSINESS | |
|--------------|--|
| Discussion | <ul style="list-style-type: none"> ● None |

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| PUBLIC COMMENTS | | |
|-----------------|---------|--|
| NAME | VISITOR | QUESTIONS FOR TRUSTEES |
| Shari Walbright | Visitor | Shari: Have the Trustees discussed anything more about the school? Trustee Berg: No, we're still not sure what it is you are doing with the building or what you want us to do. Shari: I gave a letter to Jason about the construction that will be starting probably in March. Trustee Berg: Ok, we'll let you know if we have any questions once we read it. |

| Executive Session | |
|-------------------|--|
| Purpose: | To discuss the purchase or sale of property by the public body |
| Trustee Berg | I make a motion we go into executive session to discuss the purchase or sale of property. FO Miller: Roll Call – Trustee Berg-present; Trustee Lewis-present; Trustee Faulder-present. Motion passed and all Trustees are present. Time Out: 11:18 AM to go into executive session. |
| Trustee Berg | I make a motion we go back into regular session FO Miller: Roll Call – Trustee Berg-present; Trustee Lewis-present; Trustee Faulder-present. Motion passed and all Trustees are present. Time In: 11:40 AM to go back into regular session. |

NEXT SCHEDULED MEETING

| | |
|-----------------|--------------------------|
| TYPE OF MEETING | <u>Regular</u> |
| DATE | <u>2/13/2023</u> |
| TIME | 6:30 PM |
| LOCATION | Washington Township Hall |

MEETING ADJOURNMENT

| | |
|--------------------------------|-----------------|
| MOTION BY | Trustee Faulder |
| 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 | 2/13/2023 |

WASHINGTON TOWNSHIP BOARD OF TRUSTEE CERTIFIED

| | TITLE | DATE |
|-------------------|--------------------------------------|-----------|
| Trustee Berg - | Trustee and Chairman of the Board | 2/13/2023 |
| Trustee Lewis - | Trustee and Co-Chairman of the Board | 2/13/2023 |
| Trustee Faulder - | Trustee and Member of the Board | 2/13/2023 |