

the regular session of the Washington Township Trustees

at the Township Hall, Lewistown, Monday, March 13, 2023 at 6:30 PM

The Washington Township Trustees met in regular session on Monday, March 13, 2023 at 6:30 PM at the Washington Township Hall.

The meeting was opened by Trustee Berg with the Pledge of Allegiance to the flag and Fiscal Officer Miller read roll call. Present were: Trustee Berg, Trustee Lewis, Trustee Faulder, Chief Thompson, Gary Bias, John Newland, and Lisa Miller. Trustee Faulder made a motion to approve the minutes from the February 13, 2023 regular meeting and accept them as written. Trustee Lewis seconded the motion. All answered "Aye" – motion passed 3-0.

**Financial Obligations** - Fiscal Officer Miller presented financial obligations to the trustees. Trustee Lewis made a motion to pay all financial obligations. Trustee Faulder seconded the motion and all answered "Aye" – motion passed 3-0.

**Financial Reports** - Fiscal Officer Miller presented to the Trustees for the period of 2/1/2023 – 2/28/2023. A Bank Reconciliation, Fund Status Report, Receipt Register, Appropriation Status, Revenue Status, Payment Register for their review and signatures. Trustee Faulder made a motion to approve the financial reports and Trustee Lewis seconded the motion. All answered Aye – motion passed 3-0.

#### **Fiscal Officer Business – Lisa Miller**

- **Financial Report as of 2/28/2023** - The starting fund balance as of Feb. 1, 2023 was \$1,503,100.24. The month to date revenue was \$23,070.39 and our monthly expenses were \$67,134.46 leaving an ending fund balance of \$1,459,036.17.
- **The 2022 Annual Financial Report was filed with the Auditor of State of Ohio on 2/27/23** and was advertised in the Bellefontaine Examiner that it is available for viewing.
- **Annual Appropriations** – I have prepared the 2023 Permanent Annual Appropriations for Trustee approval by resolution tonight and will be taking them to Auditor Jack Reser. We have not received the Property Tax Assessment Settlement yet as the Auditor's office is still working on those distributions.
- **Resolution 2023-003 in the Matter of Adopting the Permanent Appropriation for FY2023** Trustee Lewis made a motion to approve the permanent appropriation for FY2023 and Trustee Faulder seconded the motion. A vote was taken and all answered "Aye"; resolution passed 3-0.
- **BWC Audit** - Completed the BWC Audit and we had no findings. We actually received a reduced rate due to a new classification that some positions qualify for and are less costly than other positions depending on the responsibilities, use of township vehicles, etc.
- **Payroll Electronic Printout of Hours:** Chief Thompson checks all PD hours worked and signs the payroll electronic printouts as well as Trustee Faulder who also signs all PD electronic payroll sheets. Trustee Lewis signs the electronic payroll sheets for the Road Dept. and Trustee Berg signs the payroll sheet for the Zoning Dept sheet. That way with the new electronic system we meet all requirements for audit purposes.
- **Request from Fiscal Officer Miller** – Due to the increased responsibilities from the State of Ohio all Fiscal Officers have received I would like to request approval to hire a part-time administrative employee beginning April 1, 2023 at a rate of \$15.00 / hour (our current hourly rate). I learned at the Conference in Columbus this past January that Fiscal Officers may hire someone to assist us with the additional State directives and more than half in attendance had already done so. Trustee Lewis made a motion to approve the hiring of a part-time administrative employee at a rate of \$15.00/hour and Trustee Faulder seconded.
- **Dumpster Days** – Do the Trustees want to hold Dumpster Days on **Thursday, June 8 and Friday, June 9** with all dumpsters at the Township Hall as we did last year? Trustees advised yes. I've already had a couple of people email me about where/when. Lisa to John: Can you get in touch with the guy you know at Republic who took care of us last year and ask if he is able to do it for us this? John: Yes, I can do that.
- **Mail:**
  - Logan County Health District has an Annual Mtg on 3/23 at 6:00 PM in the Grange Bldg
  - Logan County Health District gave an Environmental Order due to solid waste in the entire backyard at 7694 CR 91, Lewistown OH to avoid further action all solid waste must be removed and hauled to a licensed solid waste facility.
  - FO Miller requested an address for the park so we can update our cameras, electricity changes and send it to OTARMA, our insurance company, who has also requested a physical address.

#### **GUEST, Crystal Welsh**

- **Crystal Welsh** – Introduced herself and advised she is currently City Prosecutor. She encourages us to vote and hopes we vote for her. She's from Cleveland where she worked with courts and families. She liked working for the prosecutor's office. Crystal wanted to go to the County Prosecutors office but no positions. She was able to get to the Prosecutor's office eventually and loves her job working with juveniles. She then went to adult court but then life brought her to Bellefontaine. Crystal said that she works well with the officers, court system, public. "I hope I can be your judge - I'm on FB, Instagram would love to hear from you."

#### **Department – John Newland, Road Superintendent**

- Two trees down at Plum have one up at Waterbury;
- 550 back and it runs great but now the water pump is out \$1800 - \$450 (use the same PO)
- Maintenance done on equipment
- Got the grapple for the tractor. That tractor is equipped to do it but we are missing some parts. He's going to look that over to see what we need.
- Probably this week rounds at Orchard Island to look for construction damage
- Record Retention Room move will have to wait until we clean out the old garage.
- Mike has some prisoners coming Thursday, April 7<sup>th</sup> and Friday, April 8<sup>th</sup> to help us with some maintenance projects in Washington Township.

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**Police Department – Chief Michael Thompson**

**Officer Wisener promotion to Sergeant**

**Updates**

- Fuel Policy – as soon as our fuel tank is fixed, we are going to start tracking our gallons of fuel used on a daily basis.
- SRO Contract – I have been working on the contract and hope to have it ready for review for the Trustees at the April meeting.
- Officer Fleck attended Intoxilyzer 8000 training which brings the department to 100% trained on the device. This is a breath machine used for OVI's.
- Training – June 13<sup>th</sup> and June 14<sup>th</sup> mandatory CPT training at Township building. \$195.00 per officer. Talked to you guys about this before but dates are now confirmed.
- K9 Cruiser – should be done early this week. More damage than they expected.
- Park Basketball Courts – spoke with Chief Gibson at IJFD and he will gladly use the grass truck to clean off the basketball courts before painting it. As soon as the weather breaks, I will get inmates and we will start this job.
- 7694 County Road 91 – I had a call at their residence at 4020 SR 235 N. I asked them what their plans from their property was and they said to fix it and live there. I mentioned the nuisance violations at their property and they asked how much the township would charge to clean it up.
- One Way Street – I have called and emailed Tim Little with ODOT on several occasions and can't get a reply or call back. Everyone I have talked to says he's the one I need to talk to.
- SR 366 35 MPH zone – I also need to talk to Tim Little with ODOT about this to get some clarification.
- Woman's Self Defense Class – will be hosting this course March 18<sup>th</sup> at the Lewistown Church. I have approximately 20 ladies signed up so far.
- Police Officers Association – we are established and have begun our first gun raffle with many more fundraisers planned in the future.
- Police Officers Association - \$20 a year membership. I have forms, would anyone like to join?

**Requests**

- Detectachem - \$484.10 for drug test kits. Should be enough to get us through the year. PO already in place.
- Benders - \$275 for portable body camera charger. PO already in place.
- PARR - \$350 for uniforms. I do not have any summer Chief uniforms. PO already in place.
- Township Building/Middle Garage Painting- I talked with Lisa and she said we have the funds to paint the exterior of the two buildings and replace the township hall and PD sign on the front. John and I will utilize inmates for the project. I believe we can paint both buildings, replace the toilet and bathroom vanity and replace the signs for approximately \$2150. \$1500 to Lowe's and \$650 to Miller Graphics. I believe the trustees have all agreed on the exterior color.
- Park – can we look at getting a permanent address there for internet and other reasons?

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**Zoning – Gary Bias, Zoning Inspector**

**Trustees to review & provide follow-ups.**

1. I handled approximately 85 calls last month.
2. Issued (3) zoning permits for:
  - a. Fence permit 1591 on Allen Dr.
  - b. Mother-in-law suite addition permit for a house on TR 215
  - c. Agricultural Declaration completed for barns at TR 33
3. Called the contractor concerning the road cut for the new house on 7259 Hancock Dr. He said that CenterPoint cut the road on Allen Dr. to tie in the gas line for this new house. Called CenterPoint letting them know they did a roadcut without a permit. Gave them the customer's name & address and they will get back to me by phone or email.
4. Emailed the Comstor reps & parcel owner, Cecil Smith, Beacher Webb & Charlie Williams) letting them know what I need from them in order to set up a ZAB variance meeting for the 3 billboard structures. They want to install in the old railroad easement off SR 33 by down from Lakeview Hardware.
5. Shari Wallbright called me to see if I had heard from the contractor about the demolition permit and getting a copy of the grant for the Lewistown school.
6. Arie Pequignot from the Health Dept. emailed me to give an update on the Francis parcel. He stated the nuisance is on the Health Board agenda to be discussed. I did attach the Environmental Order, that was sent out in February. That is more or less our warning letter. That document gave them until March 1<sup>st</sup> to clean it up. Which obviously has not happened. Now the board will likely send out the certified mailing either today or tomorrow, which then would give them 7 days from the date of receiving the notice. After that timeframe we file it in court. I hope the court would order them to clean it up. That is the part I am unclear, if they do order them to clean it up, then I assume the township can step in at that point and help with the clean-up efforts. I am also not sure if two different agencies can file in court, but if the township and the health district both file in court, I would think that would show the courts that it is an issue that needs to be addressed." I will email him next week to see if they will be doing the filing in court or does Washington Township (Breanne ) need to do it.
7. I passed out copies of Eric Stewart's Nuisance abatement procedure which I now assume is only for mowing or cleaning up a parcel.. I've added the email responses from Breanne to my questions concerning the demolish of structures on a parcel to another document which I will pass out in the special meeting. Do we need to go over these in the special meeting and/or township meeting to decide what the next steps are for the Anita Parks parcel demolition?
8. I got the sewer permit and purchased the valve we need to install at the SR 366 parcel if or when we demolish it. The gas company will pull the meter in the next week. Took out the demotion permit from the LC Building authority but I still haven't heard back for AES on cutting loose the electric. I will be asking Breanne in the special meeting to see what can be done legally.
9. Due to the additional tasks and the associated costs to the demolition of structures in Breanne response to my questions, do we need to ask the residents if they want to spend any of their tax dollars to demolish structures? I've adjusted the estimate sheet to include some of the Road Department equipment and estimated additions other cost from Breanne's email.
10. I contacted Chris Anders from Berry Digital Solutions about the Complaint form on our Washington Township website, under zoning. We did a test and he filled out a form and it was automatically emailed to me to do the follow up on. I have also made copies of the paper forms which are in the outdoor Bulletin board for residents that don't use the internet. They can fill them out and put them in the drop box by the Outdoor Bulletin Board. Michael Thompson will be checking the box on a regular basis. Are the trustees ok with this procedure?
11. Michael had envelopes printed with several spaces for attempted service. Do I need to still create courtesy and certified letters for the police department to deliver to residents? Will the residents sign & date the envelopes that they received this violation warning? Where will these be stored and will the need to be electronic or paper copies?
12. Have we determined where these electronic or paper nuisance documents will be filed and established a naming structure for warnings, such as 2023-W100?
13. Did the document that Michael Thompson created for disabled vehicles get approved as a township police resolution? Is there a written procedure for this process. Do I need to send them a warning letter before this process starts?
14. These are the three parcels that the trustees passed the resolution to demolish in a previous meeting. These will be put on hold until the trustees decide on what nuisances we do in the future.
  - a. Anita R. Parks at 7621 SR 366, John's estimate is \$10,936 and Reichert's estimate is \$13,010.
  - b. 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
  - c. Curtis Martin at 7652 CR 91., John's estimate is \$10,722 and Bobcat Multi-Work's estimate is \$8,240
15. Have we established a fixed fee schedule for mowing and cleaning up parcels? if not here are my suggestions:
  - a. Most lots in Washington Township are 40 ft. x 80 ft. which is 3200 sq. ft. & 1 acre is 43,560 sq. ft.
    - i. Mowing 5000 sq. ft or less cost \$500
    - ii. Mowing 10,000 sq. ft. cost \$750
    - iii. Mowing anything over that is \$1000 per acre.
    - iv. Add \$250 to each if we do more than mow, such as sawing down brush & trees.
16. I'm attaching the updated top ten nuisance list for your review. Please let me know which of these parcels you would like to present to the Land Bank to see if they will take them?
17. 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?
18. Any questions or follow-ups for me?

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**LUC Board – Trustee Berg**

- Nothing for Logan County; only for Union County.

**EMS Board – Trustee Lewis**

- Money Market balance is \$1,399,662.60 / Checking balance is \$39,343.59. Money moved for truck repair
- Going to upgrade two monitors they currently have for \$10,465.00, not purchasing new
- 121 runs in February
- Talked to Osgood Bank and board approved opening a sweep account as well as putting funds in a 12 month CD.
- Steve Terrill requested levy information. Clerk advised the permanent 1.5 mil levy generates \$310,000.00 and the current 5 year levy is a 3.0 mil levy and generates \$930,000.00 per year.
- Had a meeting the other night was very, very long and not a lot accomplished. People there from Degraff, Pleasant, Quincy, etc. But basically, Quincy got their rights to perform taken away from them as they did something wrong that was reported. Currently they cannot get a medical director. DeGraff is still there but no one wants to volunteer like they used to. We advised they keep their drug license. Basically, they need to get together and talk about what they want. We could take over the building; put one person down there during the day time. We talked for a long time and didn't get to anywhere. Our suggestion to them was they need to get together. As of now, all the rumors that IL EMS is taking over Riverside is a rumor.  
Terry Miller: How many citizens are going to be covered ? Are they going to travel clear from Indian Lake to Quincy ? Trustee Lewis: They are going there now for mutual aid but that wouldn't be fair to the people of Indian Lake. Terry: I feel if they have an issue I understand, but we're the ones paying the bill. How many squads does Indian Lake have ? Trustee Lewis: three Chief Thompson: I bet half the calls are not in Stokes or Washington. Terry: That's my concern.

**Fire Board – Trustee Faulder**

- Ladder truck is paid off
- Chief Gibson collaborating for a recruiting plan for volunteers and to target young people
- Total balance in checking/CD's is \$423,445.86
- Sewer bill increased from \$50.50 to \$75.75 per month Chief Gibson reached out to Commissioner Mike Yoder about the higher rate. Was told it is based on Fire District water usage and someone from the sewer district will call him.

**Old Business – Trustees**

- Trustee Berg: Talked to Bryan about sewer project on Orchard Island. Hoping late May they can pave, then do site restoration. I asked about paving Wolf Island and they said they called the Engineer's Office. He's going to get a list of what needs repaired and they are having a meeting next week. I advised him to give it to John or myself so we can speak to the Sewer District

John mentioned these damages reported at our 2/13/23 meeting: @ Woodlawn / Maple dump trucks have been cutting too close and crushed one of our catch basins. John will do a regular check of damages and will bring them to our regular meetings so they can be recorded.

- Dave Wallace - will they re-do the whole island? Trustees: No, probably only what they tore up. But, we were going to pave and it was postponed due to the sewer work not being completed.
- Trustee Faulder: One way Street

**New Business – Trustees**

None

**Public Comments**

- **Richard Brundage:** I've lived on Orchard Island about 30 years. Got the tax bill and the lighting all our residents are paying for street lights. In the 30 years I've been on Orchard Island getting them repaired is tougher than getting a root canal. Trustee Lewis: We have to call it in. Richard: Oh, ok I didn't know that. Trustee Lewis: contact John and give the pole numbers.
- **Sheri Wahlbright:** I have the old ILMS. In January I submitted a letter about concerns with the demo and moving forward with the project. I had proposed mostly how we needed to come up with a solution as I didn't hear back. Trustees: Please have your attorney contact the Prosecutor.

With no further business to come before the group, Trustee Lewis made a motion to adjourn at 7:39 PM. Trustee Faulder seconded. All answered "Aye". Motion carried 3-0.

The next regular board meeting is scheduled for Monday April 10, 2023 at 6:30 PM. at the Township Hall.

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Lisa Miller, Fiscal Officer

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Tucker Berg, Chairman of the Board of Trustees

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Don Lewis, Vice Chairman of the Board of Trustees

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Jason Faulder, Member of the Board of Trustees