

Washington Township Board of Trustees January 8, 2024 Record of Proceedings for Organizational & Regular Meetings

The Washington Township Trustees met in regular session on Monday, January 8, 2024 at 5:30 PM at the township hall with Trustees Don Lewis, Jason Lewis and Tucker Berg present. Others present: Fiscal Officer, Lisa Miller, Road Supervisor, John Newland, and Police Chief Thompson.

Fiscal Officer Miller gave the Oath of Office to Trustee Lewis at 5:30 PM for his new term 1/1/2024-12/31/27

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 2024. **Trustee Berg** nominates Trustee Lewis as Chairman, Trustee Lewis seconds the motion. **Trustee Berg** nominates Trustee Faulder as Vice-Chairman, **Trustee Lewis** seconds. **Trustee Berg will be a Member of the Board of Trustees. Trustee Lewis** ask for a motion to approve the nominations and **Trustees Berg** seconds. **All answered Aye and the nominations were approved with a 2-0 vote.**

Trustee Lewis then took over the meeting as Chairman of the Washington Township Board of Trustees for the year 2024.

5:35: Trustee Lewis: I make a motion we dismiss into an executive session for the purpose of discussion with the public body's designated legal counsel to discuss pending or imminent litigation.

Trustee Berg: I second the motion

Fiscal Officer Miller: Roll call to vote yes or no we go into executive session.

Trustee Lewis: yes **Trustee Faulder:** not present, **Trustee Berg:** yes

Fiscal Officer Miller: We may dismiss into an executive session with our legal counsel.

6:30: Trustee Lewis: I make a motion we come back into our regular public meeting at 6:30.

Trustee Berg: I second that.

Fiscal Officer Miller: Roll Call to vote yes or no we go back into our regular public meeting.

Trustee Lewis: yes **Trustee Faulder:** not present, **Trustee Berg:** yes

Fiscal Officer Miller: The Regular Public Meeting is now back in session.

ORGANIZATIONAL MEETING BEGINS HERE:

- ◆ **Waive the Reading of the Minutes:** Trustee Berg made a motion to waive the reading of the minutes from the December 11, 2023 Regular Meeting and the December 21, 2023 Special Meeting and accept them as written. *Trustee Lewis seconded the motion. A vote was taken and all answered Aye – motion passed 2-0.*
- ◆ **Pay Financial Obligations** - Fiscal Officer Miller presented and *Trustee Lewis made a motion to pay all financial obligations. Trustee Berg seconded the motion. A vote was taken and all answered Aye – motion passed 2-0.*
- ◆ **Financial Reports** - Fiscal Officer Miller also presented the Trustees for the period of 12/1/2023– 12/31/2023 a Fund Status for their review and signature. We have not received the bank statements from Huntington so wasn't able to reconcile. Since the financial reports will change due to interest received in December and electronic payments that may or may not have been electronically withdrawn from our account depending on the date the payment was made. I will create all of the financial reports along with many other end of year annual reports and get them to each of the Trustees. *Trustee Berg made a motion to approve the financial report. Trustee Lewis seconded the motion. A vote was taken and all answered Aye - motion passed 2-0.*
- ◆ **Township Meetings** – Trustee Lewis 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 that was advertised in the Bellefontaine Examiner 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 Berg made a motion to approve meeting dates. Trustee Lewis seconded the motion. A vote was taken and all answered Aye - motion passed 2-0.*
- ◆ **Mileage** – Trustee Lewis made a motion to set the mileage reimbursement rate for 2024 to .67 cents per mile for township officials traveling outside of the township to perform township business. This is the 2024 standard mileage rate provided by the IRS. *Trustee Berg seconded the motion and all answered Aye – motion passed 2-0.*
- ◆ **Pay Scale** - Trustee Lewis: I need a motion to set the 2024 hourly pay scale for the following position as follows:
 - Zoning Officer – \$1,000 / month
 - Hourly Rate - \$17.00/hour (administrative help)*Trustee Berg made a motion to approve and Trustee Lewis seconded. A vote was taken and all answered Aye – motion passed 2-0.*
- ◆ **Vacation Policy and Washington Township Policy Manual** - Trustee Lewis: Vacation for all full time and part time township employees will be per the PTO Policy approved on November 9, 2023 and became effective January 1, 2024. The Vacation Policy is in the updated Washington Township Policy Manual and each Elected Official and Department Head received the updated version today along with enough copies for themselves and the employees who work for them.
- ◆ **Trustee Lewis: Requested a motion for approval of the following three appointments:**
 1. **Indian Lake Joint Fire District Board** – Trustee Faulder will serve on the ILJFD in 2023-2024
 2. **LUC Representative** – Trustee Berg will serve on the LUC Board in 2023-2024
 3. **Indian Lake EMS Representative** – Trustee Lewis will serve on the EMS Board in 2023-2024

Trustee Berg made a motion to approve the nominations and Trustee Lewis seconded; all answered Aye – motion passed 2-0.

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- ◆ **Dept. Liaison Changes** - Trustee Lewis: I will be serving as the liaison for the Police Department, Trustee Berg will act as the liaison for the Road Department, and Trustee Faulder will serve as the liaison for the Zoning Department.
 - ◆ **Mandatory Attendance** – Trustee Lewis: In past years, it has been mandatory that all department heads attend our monthly township meeting, I need motion to approve. *Trustee Berg made a motion to approve the requirement that Dept Heads will be paid for attending our regular township meeting once per month. Trustee Lewis seconded the motion; all answered Aye and the motion was passed 2-0.*
 - ◆ **Elected Officials Pay**- Trustee Lewis 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 Berg seconded the motion; all answered Aye and the motion was passed 2-0.*
 - ◆ **Depository Agent for Washington Township for 2024** – Trustee Berg made a motion to approve Huntington National Bank be the Depository Agent for Washington Twp. in 2024. *Trustee Lewis seconded the motion; all answered Aye and the motion was passed 2-0.*
 - ◆ **Township Purchasing Agents** –Trustee Lewis: Need a motion to approve the following employees and/or elected officials as purchasing agents: Trustees Lewis/Faulder/Berg, Fiscal Officer Lisa Miller, Road Supervisor John Newland, Gary Bias, Zoning Inspector and Police Chief Michael Thompson. *Trustee Berg made a motion to approve the named purchasing agents as listed and Trustee Lewis seconded the motion. Trustee Lewis: A reminder that there must be a PO in place prior to any purchases and may not exceed \$500 without Trustee and Fiscal Officer approval. All answered Aye and the motion was passed 2-0.*
 - ◆ **Set Zoning Fees** – Trustee Lewis: 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 2-0.*
 - ◆ **Zoning Commission Board** – Trustee Lewis:
The following are serving on the: **2024 Zoning Commission Board Members:**
 - 2020-2024 Mike Thompson
 - 2021-2025 Ron Kimmel
 - 2022-2026 Libby Toussant
 - 2023-2027 Terry Miller
 - 2024-2028 Mark Gibson (Chairman)
 - Alternate: David Snapp, Cynthia Defibaugh
 - ◆ **Zoning Appeals Board** – Trustee Lewis:
The following are serving on the: **2024 Zoning Appeals Board Members:**
 - 2020-2024 Brian Hough
 - 2021-2025 Sharron Klahr
 - 2022-2026 Melissa Miller
 - 2023-2027 Bud Chrisman
 - 2024-2028 Steve Strauser (Chairman)
 - Alternate: David Snapp, Mike Thompson, and Libby*Trustee Lewis made a motion to approve the ZCB and the ZAB members and alternates. Trustee Berg seconded the motion; all answered Aye and the motion was passed 2-0.*
 - ◆ **Township Blanket Purchase Order** – Trustee Lewis 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 Berg. All answered Aye and the motion was passed 2-0.*
 - ◆ **Reallocation of monies within the same Fund** - Trustee Lewis 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 2024. 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 Berg seconded the motion. All answered Aye and the motion was passed 2-0.*
- OPERS rates for 2024 remain the same as 2023 and are as follows:**
- ◆ Employee Share – 10.00% and Employer Share – 14.00% for General Employees
 - ◆ Employee Share – 14.00% and Employer Share – 18.1% for Full Time Officers

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

Fiscal Officer Business – Lisa Miller

- **Financial Report** – Starting fund balance on December 1, 2023 was \$1,811,363.45. Revenue for the month of December was \$23,252.39 and monthly expenditures were \$106,880.11. Year to date revenue was \$1,288,877.28 and year to date expenditures were \$1,039,687.04 leaving an ending fund balance of \$1,727,735.73 as of December 31, 2023.
- **2024 Ohio Township Association Winter Conference** – is being held February 1-5, 2024. The fee for members is \$125.
- **Information** – Contact information for Elected Officials and Department Heads are posted on the communication board outside the township building and are also on the township website: washtwp.net
- **2024 Meeting Dates** – Meeting dates are the second Monday of each month which was in the Bellefontaine Examiner, on the communications board outside township hall, and are also posted on the Home Page of the township’s website.
- **2023 Annual Financial Report (AFR)** - is due to State of Ohio by February 28, 2024. Once completed, an ad will be placed in the Bellefontaine Examiner notifying the public that it is available for viewing.

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- **2023 W-2's** - will be mailed by or before January 31, 2024
- **Resolution 2024-001** - RESOLUTION AUTHORIZING THE SALE OF SURPLUS TOWNSHIP PROPERTY BY INTERNET AUCTION (govdeals.com). *Motion to approve made by Trustee Lewis and seconded by Trustee Berg. A vote was taken and all answered "Aye" – Resolution 2024-001 passed 2-0 on January 8, 2024.*
- **Closing of Lewistown Post Office** – may be temporary but am told most likely will not reopen so better for the township to move our mail delivery to PO Box 127, Russells Point, OH 43348.
- **Washington Township Policy Manual** – is now completed with changes and a copy was given to Elected Officials and Department Heads with enough printed for all full and part time employees to receive a copy.
- **Inventory Sheets** – are due back to Fiscal Officer by January 31, 2024
- **OTARMA Renewal Questionnaire and Faithful Performance Updates** – are ready to send to OTARMA so should know insurance liability and insurance bond amounts by March, 2024.
- **OPCS (Ohio Pooled Collateral System)** – requires that the Fiscal Officer complete a Public Unit Attestation that the bank had authorized pooled collateral in 2023 from Ohio Public Units deposits through this program which is administered through the Treasurer of the State of Ohio. It also provides enhanced oversight and transparency between banks and government entities. I can confirm that Huntington Bank did have the pledged collateral to cover the township funds that were deposited in 2023.

Police Department – Chief Mike Thompson

Updates

- 477 calls for service in December
- 5000 calls for service in 2023 (69 Domestic, 19 Injury Accidents, 91 Suspicious Vehicles, 26 Thefts, 2 Suicides, 53 Well Being Checks)
- Kylie Puckett – her last day was December 31st
- P.O. Box – P.O. Box 166, Russells Point was established for the police department
- AKC Reunite Grant – I applied for a \$7500 grant towards the K9 program
- Citizens Academy – full class and is going well
- WTPOA – donated the TV to the PD/Township. Great for trainings and citizens academy

Requests

- New Cruiser PO's – PO's for equipment approved in 2023 for the new cruiser coming when available. (Motorola, Strategic Sourcing)

Road Department – John Newland, Road Supervisor

- Sign replaced on 94.
- Replaced signs on the south end that had faded.
- Serviced and cleaned the backhoe.
- Serviced a couple of cruisers.
- Still organizing the older and newer shop
- Trimming trees and limbs
- Cleaning catch basins on Orchard Island
- Culvert repair on 213 when weather breaks
- Tree on Foster and owners are willing to pay half. They have someone that will give them a quote.
- 550 is still going.
- Maintenance stuff caught up for spring.
- Need a 55-gallon drum of oil for the year that we use on the cruisers and 350. \$ 585.12 is the price through MJS oil.
 - Trustee Berg made a motion to purchase the 55-gallon drum of oil from MJS oil. Trustee Lewis seconded. A vote was taken and all answered Aye- motion passed 2-0. Lisa stated we have a PO in place.
- Paperwork given to Lisa on the new Dodge truck. She will send it to the trustees.

Zoning Department – Zoning Inspector, Gary Bias

- I handled approximately 55 calls last month.
- Issued (5) zoning permits for:
 - Permit #1630 for shed in Moundwood.
 - Permit #1631 for an accessory bldg. on Marion.
 - Permit # 1632 for a sunroom on Crescent.
 - Permit #1633 for fence around sewer pumping station on Orchard Island.
 - Permit #1634 for fence around sewer pumping station on Wolfe Island.
- I dropped off the signed copy of the Revised Washington Township Zoning Ordinance dated Dec. 14, 2024, at the Logan County Recorder's office and paid the \$20 fee.
- I have sent signed electronic copies to Chris, who manages our website and to Aaron & Heather at the LUC to post on their website.
- I drove by the Francis parcel last week to check the cleanup status. Motorhome & a camper still in the back yard and a couple trucks out front. I have not heard from her in the last month.
- James E. Mills property at 8937 Crescent St, Lakeview, OH 43331, parcel 51-032-06-16-01-000 with go up for public auction on Wednesday, Jan. 17, 2024, at 1 PM. If not sold, it will be offered again on Wednesday, Jan. 24, 2024. It is appraised at \$20,000, 1st sale minimum of 2/3 or \$13,200 and 2nd sell has no minimum only taxes & court cost. Last I heard the next-door neighbor who been mowing it was interested in the parcel.

Zoning Department (Cont'd)

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- I got no updates from LC Land Bank on the voluntary demolitions:
 - The one 7625 Mound Ave in Moundwood was signed and turned in to the Land Bank
 - The one 7412 West St. behind Woodys was signed and turned in to the Land Bank
 - The one 7621 SR 366 was signed and turned in to the Land Bank
- Logan Brown and I have meet last month to review some paper and electronic copies of all the documents I have created and used in the past. Planning on getting together again this month to review what their expectations are from me in the new nuisance process.
- I have been getting calls from Logan County Building Authority pertaining to new construction without zoning permits. I do a drive by to check it out, take a picture and usually send them a courtesy warning letter. If it is in an area zoned U-1 then I also send them the Declaration of Use for Agricultural Purposes. I ask them to complete it, sign it, and return a copy back to me. I scan & file a copy plus I email the Logan County Building Authority a copy.
- I emailed Aaron Smith from LUC & Breanne these questions: If a resident signs this form and provides me a copy, do I have to write them a zoning permit at no charge? If yes, can we add a minimum fee, say \$25, to our zoning fee schedule to cover the time & mileage for doing this? Are we required to scan and send electronic copies to any other Logan County offices? The reason I asked these questions was the LC Bldg. Auth. is expecting us to write a permit which I wanted to see if it was required? **Aaron (LUC) answer:** The Declaration of Use for Agricultural Purposes form is a way to get a hard copy (for records) for agricultural uses, buildings, and structures in the Township. This is very useful for nonconforming/grandfathering and violations in the future. The Township is still prohibited from requiring permits or imposing zoning regulations except in specific circumstances (as outlined in ORC 519.21 and subsequently adopted by the Township). I am not an attorney, but I would say that requiring a fee would be akin to requiring a permit, so I would strongly recommend not to do that. I would also not write a zoning permit at no charge since the Township cannot require a permit. The form should stand alone by itself in lieu of a permit and any associated fee. Sorry I forgot to answer your last question. You are not required to transmit the form to any other office. If you wish to do so, that is up to you. I know in other parts of the state, other offices such as the Auditor and Building Departments require proof of ag exemption from zoning and have their own forms or share ones with the local zoning office, but that is all a cooperative effort and voluntary. There is no harm in sending it to any other office that may request it, but at the end of the day, it is the responsibility of the applicant anyway.
- The owner of the parcels on Marion Drive has a lot of it cleaned up but there is still more that needs to be done. I am planning to call him to see what his plans are for getting this done & finish date.
- Have not heard back from the cell tower company about installing a tower out the Mees parcel on SR 235.
- I emailed the two permits to Brian Schultz from the Logan County Sewer Department for the zoning permits for the fences around the sewer pumping stations on Orchard and Wolfe Islands. Told him the trustees voted in their December township meeting to not charge you for these permits. Please let me know if these do not meet your needs. He replied “Thanks.”
- I have moved most of the boxes from my zoning office out to the storage building. I still having some cleaning up to do and hope to get it done this week. I trying to get the zoning office cleaned up in case Logan wants to use it.
- I am working to get a meeting rules document and agenda put together for Mark Gibson to review at Zoning Commission Board that will be open to the public on Jan 15, 2023, at 6 PM at the township building. We will be discussing possible changes to our zoning resolution concerning our solar and marijuana sections. I have made copies of what we currently in our zoning resolution about those two sections. I have also made copies of a 14-page document from Page County Virigina sent to the trustees from a resident. I would like to invite our residents to take a copy of these two documents with them tonight. I am hope they will review them and bring back their suggestions to present to the Zoning Commission Board at the Jan.15 Meeting. I am asking them to compare what we currently have in our zoning against what these documents are purposing. I want each of you to consider a couple of things when you are making these suggestions: one. Do we have the people that are trained and qualified to do this enforcement? 2. Do we have in the budget the funds to cover those costs?
- Any questions or follow-ups for me?

LUC Board – Trustee Berg

Nothing

EMS Board – Trustee Lewis

- Money market \$1,332,998.00
- Checking balance \$ 49,677.00
- 133 runs
- Still discussing with Bloomfield township resolution for coverage.
- 6 % pay raise across the board.
- Purk family made a visit, they were very appreciative for the outstanding work by the EMS and Fire Department.
- Russells Point and Lakeview will have new people on the board.

Fire Board – Trustee Faulder

Nothing

Old Business – Trustees Lewis

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- **Aggregate Resolutions for Electricity and Gas** – won't be voting on gas/electric aggregation programs for Washington Township in the March election as verbiage wasn't correct for the electricity resolution and Logan County already has a gas aggregate in place so no need for it. Trustees may revisit at a later date after looking into options and will keep residents informed.
- **Indigent Burial Grant** – FO Miller: Trustee Berg, did you apply for the \$1,000 reimbursement for the money spent on the indigent burial? Trustee Berg: I'm going to, do you have another copy of the invoice? FO Miller: Yes, here you go – I'll give you my copy as I have the original on file. Trustee Berg: Ok, I'll take care of it.

New Business – Trustee Lewis

- Fiscal Officer Miller: I received a message on the website January 4th about putting up signs for no engine breaking on 33. I passed that along to Trustee Lewis on January 4th to take care of. Trustee Lewis: Chief Thompson can you contact ODOT about this request and let me know what you find out? Chief Thompson: Yes, I'll call ODOT for you and let you know what they say.

Public Comments – Trustee Lewis

- Jeremy Burnside owner Superior Bobcat Service, letting township know what he has to offer with brush cutting.
- Aubrey Snapp: I would like to clear something up that Samantha from Open Road Renewables made a comment about at last month's meeting. She said a bunch of people have concerns about Open Roads cutting trees down and that they can't cut trees down in the woodlands, they aren't allowed to do that as that's a state regulation. So, I contacted OPSB and they stated there are NO state regulations that Open Roads can't cut down trees...none. That's just one of the many manipulative lies Samantha makes up.

With no further business to come before the group, Trustee Lewis made a motion to adjourn at 7:09 PM. Trustee Berg seconded. All answered "Aye". Motion carried 2-0.

The next regular board meeting is scheduled for Monday February 12, 2024 at 6:30 PM.

Lisa Miller, Fiscal Officer

Don Lewis, Chairman of the Board of Trustees

Absent

Jason Faulder, Vice Chairman of the Board of Trustees

Tucker Berg, Member of the Board of Trustees