



## TRUSTEE **report**



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The Sylvania Township Trustees are pleased to welcome Mr. Frederick Welsh as the new Chief of Sylvania Township Fire department. Chief Welsh brings over 30 years of fire experience, eight years as fire chief in College Park, Montgomery County, Maryland.

Chief Welsh has comprehensive yet broad based fire and emergency rescue experience including but not limited to: fire chief, municipal firefighting and industrial fire safety management. Mr. Welsh served as fire chief for (TCO) Tengiz, Kazakhstan Commonwealth of Independent States in a joint venture project between the Republic of Kazakhstan (ROK), Chevron and Mobil. During the past 8 years Mr. Welsh has served as fire chief in College Park, Montgomery County, Maryland.

Chief Welsh's education includes: Bachelor of Science- Fire Science, University of Maryland University College, College Park, Maryland and the National Fire Academy, Emmetsburg, Maryland.

The Trustees are impressed with Chief Welsh's interpersonal, organizational and leadership skills and his years of dedication to Fire/EMS service. The trustees are confident that Chief Welsh will provide sound leadership to the Sylvania Township Fire Department well into the future.

When asked why he chose Sylvania, Ohio to compete for a fire chief's position: "When I interviewed for the position, I was very impressed with the community and the capabilities of our firefighter paramedics. This is the community I want to live in and work as the fire chief. Sylvania is the type of community that my wife Paula and I want to raise our children."

He further states " my focus will be to deliver fast, well trained and customer oriented fire and emergency medical services to Sylvania. The Sylvania Township Fire Department has a long and proud history of delivering excellent service to this community; working together we will continue to build on that history and enhance our service for the future."

Chief Welsh anxiously awaits the re-location of his family, Paula and their two children, Patrick seven years and Katie 3 years, to Sylvania Township.

In the fall of 2006 the Trustees created a part-time position of Director of Budget and Accounting. Mr. Devon Klofta was hired for the position and we would like to extend a warm welcome to Devon. His educational background and professional affiliations include: The University of Toledo, Toledo Ohio - Bachelors of Business Administration/ Accounting and Information Systems Duquesne University, Pittsburgh Pa- Master of Science/Leadership and Business Ethics/Applied Ohio Society of Certified Public Accountants- Certified Public Accountant

The Trustees conducted months of fire workshops beginning in May and ending in late July. Architects Cole + Russell were hired to provide analysis for replacement fire stations at: 1, 2 & 3 and remodel station number 4 to a headquarters facility. Deputy Chiefs provided analysis and financial projections for costs of fire equipment and apparatus. Trustees reviewed operational forecasts.

The Trustees approved a new and updated land use plan for Sylvania Township. This document reflects months of committee meetings, public input and multiple visioning sessions. The trustees wish to extend our sincere appreciation to the committee for sacrificing their time to work towards a serious and purposeful land use guide for the betterment of the Township. This document should be available on the township website for public review in the near future.

Trustees directed the Budget and Accounting Office to implement Generally Accepted Accounting Principles (GAAP), an approved framework of principles for financial accounting. It includes the standards and rules accountants follow in recording and summarizing transactions, and in the preparation of financial statements.

Trustees implemented, revised and approved multiple administrative policies such as: personnel policies, ethics policy, office equipment usage, township vehicle usage and others.

The Trustees are currently working through the budget process with expected completion by late November and we look forward to prioritizing our goals for 2008.

# FISCAL footnotes



Fall is here and with that we are already into the last quarter of 2007. Looking forward to 2008 the mission of fiscal operations for the Township will be:

*To provide accurate financial records with adequate controls to protect the overall assets of the township and support timely reporting.*

## Our Goals for 2008 will be:

1. Continue to account for all township liabilities and assets.
2. Continue to determine and monitor the short-term and long-term fiscal viability of the Township.
3. Continue to enhance our internal controls to safe-guard township assets.
4. Continue to monitor and address in conjunction with operations issues impacting expenses.
5. Continue to monitor and address in conjunction with administration issues impacting revenue.

## Our Objectives for 2008 will be:

1. To finalize and complete our move from cash basis accounting to GAAP (Generally Accepted Accounting Principals).
2. Continue to work with operations to identify and address expense trends.
3. Continue to highlight revenue variances and encourage appropriate follow-up.
4. Identify and implement software improvements as required.

I look forward to finalizing 2007, adopting a budget for 2008 and implementing that budget as we all strive to provide good management of your tax dollars in the Township.

# POLICE beat

## News from the Police Department

It does not seem possible that just over a year ago I came to this Township as Police Chief. The last year has been one of changes in the department, all done with the view of enhancing our service to the community.

To begin this process of change, we reviewed and updated our Mission Statement. Our statement now reads:

*We are committed to excellence in providing effective high quality service to our community in a professional and courteous manner. We work in partnership with the community to improve our quality of life. We protect everyone's rights*

*and property and treat each person we encounter with the respect and dignity they deserve.*

With the completion of this statement, we then began the process of evaluating what we do and how we deliver services to our community. We also reviewed how to do this in a cost effective manner. The staff of the department worked very hard on this and the results allowed us to give back some of the levy money we normally receive from you in the amount of \$656,000, without any reduction in the service you have come to expect from us. We will continue these efforts in the hopes that we may be able to do this again next year.

We have also been developing internal policies that will eventually lead to us becoming accredited nationally. This

is a distinction that few departments have and it is designed to recognize our efforts in getting the department up to the highest standards. This will only add to our already fine service to you, our residents.

Along with this we have reviewed our operations in an effort to improve those. This is something that will be an ongoing process as we want to make sure we are giving you the best service at the best price.

We can all be proud of the services that the Police Department gives to our community and I would like to thank them for their efforts since my arrival. We have a group of dedicated professionals that do a great job of keeping Sylvania Township safe and secure.

We receive many calls from residents with traffic concerns. We take these very seriously and will do what we can to address these issues. I would ask that you contact either Deputy Chief Boehme at 882-2055 ext. 1402 or Officer Dan Krajcicek at ext. 1439 if you would like to have further information on how we can assist you in this area.

I would also ask that if any of you have any questions or concerns about the operation of the Police Department or anything police related, that you contact me at 885-4962. Either myself or a member of my staff will get back with you as soon as we can to give you the assistance needed. We are serious about giving quality service and will do what we can to make sure it is done.

Finally I would invite you to look at our recently updated and revised web site. You can find it at [www.sylvaniatownshippolice.com](http://www.sylvaniatownshippolice.com). This gives you a wealth of information on the services we provide and how to access them.

### Tips for the Holiday Season

#### Conceal items of value in vehicles

With approaching shopping season, conceal anything of value including recent purchases within the trunk of your vehicle. Because of increasing shopping volume and decreasing daylight hours, thefts from vehicles become more frequent in every community.

**POLICEbeat** *(Continued)*

**Close overhead garage doors before nightfall**

As it becomes dark earlier every evening it is very easy to forget to close your overhead garage door for the night resulting in thefts/burglaries from the garage. Most suburban communities experience an increase in these offenses as autumn approaches. (ed. note: It's already here!)

**Slow your speed – Especially in school zones and in our residential neighborhoods**

The Sylvania Township Police Department is increasing its patrols and traffic enforcement in our neighborhoods experiencing an increase in hazardous traffic violations. Additionally we are closely monitoring our school zones during the restricted hours of the arrival and departure of students.

On behalf of the Sylvania Township Police Department have a safe Holiday Season and a great New Year.

Respectfully,  
Robert Metzger  
Chief of Police

**HOUSE BILL NO. 9 BECOMES EFFECTIVE**

House Bill No. 9 took effect on September 29, 2007, creating additional rights and responsibilities for public offices pursuant to R.C. 149.43 (Public Records Act). H.B. 9 has three major areas of emphasis. (1) codification of existing case law and existing policy into the Public Records Act (2) creation of a formalistic approach to public records management and disclosure to ensure the public has access to its records; and (3) create strict training and disclosure requirements upon public offices to ensure compliance with the Public Records Act.

Sylvania Township believes that openness leads to a better informed citizenry and will strictly adhere to the state's new Public Records Act. The Act imposes two primary obligations upon public offices. (1) provide prompt inspection of

**RETIREES**

Sylvania Township had several retirements this year in the Fire Department due to retirement. The following individuals served the Sylvania Community for many years and were well respected by their peers. With their many years of experience, they were always ready to share their knowledge with newer firefighters. The Sylvania Township Fire Department would like to thank all of these individuals for their dedication and involvement in making the Sylvania community a safe place to live.

*Christopher Maurer Career Firefighter*

Appointed Apr. 10, 1976

Retired Feb. 28, 2007

Served as Chief of the department from Jan. 2, 1998 – Feb. 28, 2007



*Ken Seidl Career Firefighter*

Appointed Part-Paid Firefighter Oct. 4, 1971

Appointed Career Firefighter May 30, 1979

Retired Jan. 16, 2007



*Terry Ducey Part-Paid Firefighter*

Appointed Dec. 19, 1968

Retired June 1, 2007



*Donald Vineyard Part-Paid Firefighter*

Appointed May 4, 1969

Retired June 1, 2007



*Steve Lafferty Part Paid Firefighter*

Appointed Mar. 7, 1977

Retired July 16, 2007



public records; and (2) provide copies of public records within a reasonable period of time. However, a public office is not required to create new records to respond to a public records request, even if it is only a matter of compiling information from existing records. Not all of Sylvania Township's records are "public records." Certain records are exempt from the Public Records Act.

A complete copy of Sylvania Township's Public Records Policy can be found @[www.sylvaniatownship.com](http://www.sylvaniatownship.com). All township policies are listed under the Administration Department.



**TOWNSHIP RECEIVES REBATE CHECK**

The Safety Council of Northwest Ohio recently presented a check to the Township in the amount of \$9036.37 for Sylvania Township's participation in the Bureau of Workers Compensation Discount-Rebate program. In addition the Township will receive a 20% reduction in their 2008 premium for their participation in the Drug Free Workplace Program. The DFW Program requires random testing of all employees.

# "Z" is for **Zoning**

## Zoning trends

Consistent with the national trends in the housing market, the number of single family zoning permits for the Township are down significantly over the last year when compared to the last few years.

YEAR	PERMITS ISSUED	ESTIMATED VALUE
1995	155	
1996	183	
1997	198	\$45,128,819
1998	239	\$54,707,355
1999	224	\$55,626,168
2000	202	\$48,793,347
2001	209	\$54,217,574
2002	229	\$50,862,991
2003	231	\$53,566,442
2004	274	\$66,400,476
2005	244	\$58,985,556
2006	138	\$31,074,722

2,526

2007 YTD: 82  
Jan-Oct 11

Total permits issued by the Zoning Department so far this year are 366. We have been seeing mostly commercial permits for interior changes and signs along with additions to residential properties throughout the Township. While the number of permits seems to be trending lower than last year, the value of the construction is not that much lower than last year. Permits in January with high value construction have helped increase the year total value.

Sylvania Township Board of Trustees has placed a Fire Capital Bond Issue on the November ballot.

- Bond Issue principal amount of: \$10,555,000.  
0.5 mill for each one dollar tax valuation

Sylvania Township Board of Trustees has placed a Fire Operations Levy on the November ballot.

- 0.5 mill for each one dollar tax valuation

For information regarding tax levies and costs visit:

- Lucas County website [www.co.lucas.oh.us/AREIS](http://www.co.lucas.oh.us/AREIS)

“ One of the secrets of life is to make stepping stones out of stumbling blocks. ”

– Jack Penn

TOTAL PERMITS ISSUED						
	2005		2006		2007	
MONTH	PERMITS	EST. VALUE	PERMITS	EST. VALUE	PERMITS	EST. VALUE
JAN	35	\$5,804,360	30	\$4,502,134	28	\$15,088,546
FEB	34	\$5,715,656	26	\$2,872,875	23	\$2,716,348
MAR	58	\$11,774,420	44	\$6,006,197	34	\$6,030,565
APR	73	\$8,486,965	62	\$4,013,526	59	\$6,083,686
MAY	80	\$8,002,630	71	\$9,084,233	46	\$2,763,901
JUN	69	\$7,591,347	74	\$10,410,746	44	\$9,798,306
JUL	54	\$8,344,877	46	\$4,532,580	47	\$3,961,203
AUG	80	\$8,923,388	49	\$4,712,755	50	\$1,294,880
SEP	48	\$5,150,948	48	\$9,020,057	35	\$2,851,273
OCT	87	\$13,308,326	53	\$3,510,875		
NOV	45	\$8,509,132	30	\$3,108,237		
DEC	25	\$3,257,765	19	\$2,740,500		
TOTALS	688	\$94,869,814	552	\$64,514,715	366	\$50,588,708

# ROADreport



## Sylvania Township Leaf Pickup

Fall is just around the corner and we would like to take this opportunity to offer information to Sylvania Township residents in the process of leaf removal. The Township's leaf pickup program consists of servicing 128 miles of residential roads, 32 miles of County roads, and 10 miles of State Highways, totaling 171.17 miles of roadways. Our community's landscape largely consists of wooded areas. (Sylvania is Latin for "Wooded Area") These trees are very beautiful and a true nature's jewel, until the leaves drop and fall to the ground. Unfortunately, Mother Nature decides when the leaves fall, and some years the leaves drop late in the season and all at once. The Road Crews start leaf pickup as early as the first week of October. The "soft wood" trees drop their leaves the earliest. As the leaves fall, the Road crews devote its entire staff to operate 5 crews during the leaf pickup season. Each crew consists of 2 full time employees and 1 or 2 part time employees. Early snowfalls and above average rain are two factors that spell trouble for leaf pickup. These attributes cause the leaves to become saturated and "heavy" to pick

up, thus causing inefficiencies. Our preferred and most efficient method of picking up leaves is utilizing "vacuum tow behind" type of equipment. However, if we encounter above average snow falls and rain, then our crews switch to front loader buckets and dump trucks. We are aware that it is frustrating waiting for your neighborhood pickup. The average truck hauls 14 cubic yards of leaves and the average leaf pickup season produces 1800 truck loads. Our crews work 55 hours per week during the leaf pickup program. During a difficult leaf pickup season, it has been necessary to subcontract some of the leaf removal. We encourage residents to log on to our web site: [www.sylvaniatownship.com](http://www.sylvaniatownship.com), (Township News) for schedule updates.

There have been many improvements for the leaf pickup fleet; here are a few:

1. Converted our leaf pickup equipment from gasoline engines to diesel.
2. Enlarged the capacity of the leaf cages mounted to the dump trucks.
3. Added Tandem Dump Trucks to our fleet.
4. Improved the hydraulics of our leaf

loaders with "operator friendly" items and more powerful hydraulic pump. (increased hydraulic response)

5. Increased the intake surface area with the rubber suction hose from 12" to 16" in diameter.

**Finally, here are a few helpful items that residents can do to assist in the leaf pickup program:**

1. The most important suggestion is to separate leaves from grass clippings, brush, and other debris.
2. Place your leaves along the side of the street close to the edge of the roadway.
3. Place your leaves away from obstacles such as mailboxes, fire hydrants, landscaping timbers, and landscaping rocks. These obstacles become hidden within the leaf piles and cause injury to the machinery and employees.
4. Prior to raking your leaves or scheduling your lawn service, log on to our web page and see the latest leaf pickup schedule.
5. Keep in mind our Free Drop Off location at 6505 W. Bancroft Rd., just east of McCord Rd

## EMS/FIREfacts



### The Fall Season is Fire Prevention Season

The Fall Season of the year brings many changes: the weather gets cooler, the leaves change color, the sports we participate in and watch change, and in November the time changes from Daylight Savings time back to Standard time.

October has traditionally been noted for Fire Safety Awareness and Prevention month. This is due in part to the Great Chicago fire which raged from October 8th to the 10th of 1871. Between 200 and 300 people lost their lives in the fire which consumed approximately four square miles of densely populated areas within the City of Chicago.

For residential fire safety, we should consider the following items:

- In case of fire go to your neighbor's home to call 9-1-1.
- Teach your children your home address

and how to get emergency help.

- If you encounter smoke on your way out of a fire, use your second way out instead of trying to go through the smoke.
- If you must escape through smoke, crawl low and quickly under the smoke to your exit. Once you are out of the building, DO NOT go back in.
- Have an escape plan that includes two ways out of each room and a meeting place outside the home; preferably in the front of the house so the fire fighters see and can talk with you when they arrive.
- Practice your fire escape plan with the whole family at least twice a year.

Working Smoke Alarms Save Lives! Install them on every level of your home and outside each sleeping area. Please check the battery and power supply to ensure that your smoke alarm is working properly.

For commercial occupancies, please walk through your facility and make sure that exits are not blocked and that Exit signs and lighting are functional. Check to ensure that the fire alarm system works; and that combustible or other materials do not build up or inhibit your fire sprinkler system if your building is equipped with a suppression system.

The Sylvania Township Fire Department is your one stop for information and assistance regarding fire safety within the Township and City of Sylvania. Please contact us by calling the Administrative Office at Fire Station 1, (419) 882-7676 during normal business hours. Fire Station 1 is located at 6633 Monroe Street in Sylvania. Residents and business operators are also encouraged to stop by any Sylvania Township Fire Station and ask for assistance.

**Let's have a Fire Safe Fall and Winter season in Sylvania!**

# CLIP' N SAVE CALENDAR

## Spring Clean Up

(storm damaged brush and leaves)

Starts 1st week of April and  
runs entire month

## General Refuse Pickup

September 17, 2007

## Leaf Pick Up

Starts 2nd week of October  
Through mid December if necessary

## Brush & Christmas Tree Pick Up

Begins January 2 through mid March

### NOVEMBER

- 5 Board of Zoning Appeals – 6:00 p.m.
- 6 ELECTION DAY
- 7 Board of Township Trustees – Special Meeting - 2:00 p.m.
- 20 Board of Township Trustees – 6:00 p.m.
- 28 Zoning Commission – 6:00 p.m.

### DECEMBER

- 3 Board of Zoning Appeals - 6:00 p.m.
- 4 Board of Township Trustees – 4:00 p.m.
- 18 Board of Township Trustees – 6:00 p.m.
- 19 Zoning Commission – 6:00 p.m.

### JANUARY

- 7 Board of Zoning Appeals – 6:00 p.m.
- 15 Board of Township Trustees – 6:00 p.m.
- 23 Zoning Commission – 6:00 p.m.

*Meeting dates and times are subject to change.*

#### TRUSTEES

Pam Hanley

Carol Contrada

DeeDee Liedel

#### FISCAL OFFICER

David J. Simko

#### ADMINISTRATOR

Hugh Thomas

#### ASSISTANT ADMINISTRATOR

Susan Wood

#### PUBLIC WORKS MANAGER

Gregory W. Huffman

#### CHIEF OF POLICE

Robert Metzger

#### FIRE CHIEF

Frederick Welsh

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