

# Sylvania TOWNSHIP

## 2022 ANNUAL REPORT TO CITIZENS



4927 N. Holland-Sylvania Road  
Sylvania, Ohio 43560

(419) 882-0031  
[www.sylvaniatownship.com](http://www.sylvaniatownship.com)

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# Township Information

## Contacts

### **Elected Officials**

<u>Name</u>	<u>Position</u>	<u>Telephone</u>	<u>E-Mail</u>
John Crandall	Trustee	(419) 882-0031	jcrandall@sylvaniatownship.com
John Jennewine	Trustee	(419) 882-0031	jjennewine@sylvaniatownship.com
Neal Mahoney	Trustee	(419) 882-0031	nmahoney@sylvaniatownship.com
David Simko	Fiscal Officer	(419) 882-0031	dsimko@sylvaniatownship.com

### **Administration**

Oliver Turner	Administrator	(419) 882-0031	oturner@sylvaniatownship.com
Lula Jiamachello	Human Resource Officer	(419) 882-0031	ljiamachello@sylvaniatownship.com
Samantha Didion	Executive Assistant	(419) 882-0031	sdidion@sylvaniatownship.com
Imran Mirza	Accounting & Budget Supervisor	(419) 882-0031	imirza@sylvaniatownship.com
Vicki Alspach	Fiscal Coordinator/ Analyst	(419) 882-0031	valspach@sylvaniatownship.com

### **Planning & Zoning Department**

Daryl Graus	Planning & Zoning Manager	(419) 885-5276	dgraus@sylvaniatownship.com
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### **Road & Service Department**

Rob Nash	Road Superintendent	(419) 882-0031	rnash@sylvaniatownship.com
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### **Safety Services**

Fire & Police Emergency		Dial 9-1-1	
Paul Long	Chief of Police	(419) 885-4962	plong@sylvaniatownshipfire.com
Jim Rettig	Deputy Chief	(419) 720-3008	jrettig@sylvaniatownshipfire.com
Mike Ramm	Chief of Fire	(419) 882-7676	mramm@sylvaniatownshipfire.com
Chris Nye	Assistant Chief	(419) 882-7676	cnye@sylvaniatownshipfire.com

## Meeting Schedules

### **Trustees**

Regular Meetings: 1<sup>st</sup> & 3<sup>rd</sup> Tuesdays of the Month at 5:00 PM  
Special Meetings: Subject to call with 24-hour notice on the webpage at [www.sylvaniatownship.com](http://www.sylvaniatownship.com)

**Zoning Commission** 2<sup>nd</sup> Wednesday of the Month at 6:00 PM

**Zoning Board of Appeals** 1<sup>st</sup> Monday of the Month at 5:00 PM

## **2022 Summary**

Sylvania Township experienced steady growth in 2022 and provided the level of service and efficiency expected by businesses and the residents of this community.

The following is a department-specific report on events and accomplishments through the past year. The reports were prepared by each Sylvania Township department head.

Some of the highlights pointed out in the reports were initiated quietly and without a lot of fanfare last year.

The township strives for a quiet efficiency, but also stresses transparency. Township trustees, with the township fiscal officer, meet twice monthly, and the Sylvania Township Zoning Commission and the Sylvania Township Board of Zoning Appeals each have monthly meetings scheduled.

Residents are encouraged to attend all meetings (in person or virtually) and to stay informed by visiting [www.sylvaniatownship.com](http://www.sylvaniatownship.com) or visiting Township social media pages.

The site can inform visitors of actions taken in prior meetings and what may be on agendas for upcoming sessions.

The site also offers news stories and information concerning activities such as household goods pickup, leaf-collection dates, and other township services.

This report was coordinated and compiled by Administrator Oliver Turner, Executive Assistant Samantha Didion, and department heads.

Sylvania Township government is proud of this community and works to maintain and enhance the assets which contribute to the benefits residents enjoy.



## **Administration**

The administrative staff of Sylvania Township is led by the township administrator. The administrator is charged with the oversight of all township operations at the direction of the three-member Board of Trustees and the Fiscal Officer.

Additionally, the administrator supervises and directs the activities and affairs of the various departments, recommends measures for adoption by the Board, and keeps the Board up to date on overall financial conditions as well as day-to-day operations of the township.

In addition to the administrator, the administrative team consists of a human resources officer, an executive assistant, a part-time administrative assistant, a fiscal analyst, a payroll specialist, a part-time accounts payable specialist and a part-time accounting/budget supervisor.

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### ***Administration***

Sylvania Township Administration worked to advance the quality of life for its citizens and stakeholders during 2022 through a variety of initiatives. This work is completed with the approval of and oversight by the Sylvania Township Board of Trustees and the Sylvania Township Fiscal Officer. Following is a summary of significant examples.

#### **AMERICAN RESCUE PLAN ACT**

Sylvania Township Administration is actively coordinating the use of over \$3,100,000 in American Rescue Plan Act funds. These funds have been authorized by the Federal government to assist the Township in responding to the COVID-19 pandemic. Funds are being expended under the program's revenue loss option. The diligence of the Fiscal Department and Departments Heads in the administration of the funds assures their use benefits the community.

#### **JOINT ECONOMIC DEVELOPMENT DISTRICT**

The Sylvania Township – City of Sylvania Joint Economic Development District was authorized during 2020 and the 2022 calendar year marks the second full year during which the Joint Economic Development District was active and during which revenues were generated. Sylvania Township and the City of Sylvania continue to collaborate in considering other properties that may wish to voluntarily join the Joint Economic Development District.

#### **ANNEXATION AGREEMENT**

In February 2021, the Sylvania Township Trustees and the Sylvania City Council agreed upon an historic annexation agreement. The agreement provides a framework to promote community cooperation, fairly resolve issues involving annexation, encourage future economic development, maintain the fiscal strength of the Township, and preserve Township services. The initial term of the structure will last through December 31, 2031.

#### **POLICY DEVELOPMENT**

During 2022, Sylvania Township developed and/or updated existing Township policies and procedures involving matters such as Public Records, the Americans with Disability Act, Vacation, Purchasing, and Bereavement. Over 16 policies / practices were reviewed or updated. Administration is continuing this effort during 2023 and welcomes any input about possible updates to its policies, practices, and procedures.

#### **SAFE ROUTES TO SCHOOL**

During 2022, Sylvania Township partnered with the Sylvania Schools to draft a Safety Travel Plan which plans for infrastructure improvements near six school buildings located in the unincorporated

portion of the Township. In 2023 public input will have been received on the Safety Travel Plan and a grant application for Safe Routes to School funding will be made collaboratively.

**TRANSPARENCY**

During 2022, the Township continued to offer a virtual option for citizens and stakeholders to attend public meetings. Investments in existing audio and visual equipment were also made with implementation planned for 2023.

**PUBLIC ENGAGEMENT**

Township Hall underwent aesthetic improvements included: new flooring in the lobby and meeting chamber, updated lobby and meeting chamber furniture. The updated meeting chamber furniture has transformed the room into a multipurpose space, allowing for public use space available with prior approval.

For the first time, Sylvania Township decorated the exterior of Township Hall for the fall and winter holiday seasons. The new decor was very well received by Township Hall visitors and employees. We hope to expand the décor in 2023 to spring and summer, continuing to make the cornerstone of the Township one all residents can be proud of.

Township Hall participated in the Sylvania Area Family Services Toy Drive and collected a handsome number of toys for Sylvania children. Our hope is to continue participating in this wonderful outreach program assisting Sylvania families during the holiday season.

Additionally, Sylvania Township partnered with Keep Toledo/Lucas County Beautiful Adopt-a-Road program. The Township has volunteered to remove litter from a 2-mile section of Lucas County roadways located within the Township limits 3-4 times a year (N. Holland Sylvania from Brint to W. Sylvania Ave to Whiteford Rd). In 2022 volunteers even branched out to other areas of the Township in need of litter clean up. Over three cleanups we had 37 volunteers and cleaned up 89 bags of trash!

***Administration –HR***

**RECRUITMENT AND STAFFING:** As of 12/31/2022

Sylvania Township recognizes that employees are one of our greatest assets. Sylvania Township has maintained a record of low turnover and long-term employment with an average of 12.6 years of seniority, with the Police department topping the list with an average of 16 years.

In 2022, fifty-two (52) active employees had 20 or more years of service with Sylvania Township across various departments. This represents 33% of Sylvania Township employees.

We value the great team and appreciate the hard work that goes into serving the residents and stakeholders of Sylvania Township.

Full-Time	152	<b>Years of Service</b>	<b>0 - 4</b>	<b>5 - 9</b>	<b>10 - 14</b>	<b>15 - 19</b>	<b>20 - 24</b>	<b>25 +</b>
Part-Time	6		48	22	25	11	34	18
<b>Total</b>	<b>158</b>							

The following is an overview of staffing changes in 2022.

<b>Department</b>	<b>Internal Promotions</b>	<b>New Hires</b>	<b>Re-Hire</b>
Administration	----	----	----
Fire	----	5FT	----

Police	2FT	1FT	1FT
Road & Service	----	2FT	----

*Note: 'New Hires' column represents hires to fill vacancies and/or new positions filled.*

New Hires/Re-Hires:

Sylvania Township welcomed nine (9) new and returning employees in 2022, as follows:

Department	Name	Position
Fire	Shawn Bowman	Firefighter/Paramedic
	Reyes Garcia	Firefighter/Paramedic
	Adam Grine	Firefighter/Paramedic
	Joshuah Kolasinski	Firefighter/Paramedic
	Kayla Laumann	Firefighter/Paramedic

Department	Name	Position
Police	Stacie Smothers	Records Clerk
	Mason Zuck	Police Officer

Department	Name	Position
Road & Service	Dustin Schroeder	Utility Worker
	Darren Snapp	Utility Worker

Promotions:

Sylvania Township had two (2) promotions in 2022, as follows:

Department	Name	Position Change
Police	Kelli Mussery	Sergeant
	Kevin Steinman	Sergeant

Retirements:

Four (4) employees retired from Sylvania Township in 2022, as follows:

Name	Department	Ending Position	Years of Service
Mary Bell	Police	Secretary	24 years
Scott Germani	Police	Sergeant	23 years, 11 months
Thomas Reynolds	Fire	Lieutenant	32 years, 8 months
Thomas Vanderhorst	Police	Police Officer	24 years

**HEALTH AND WELLNESS:**

Sylvania Township, with collaboration between the Healthcare Committee and the Board of Trustees expanded and changed the Benefit Group Health Plan to increase the dental dependent age of coverage to 26; along with including Regenxx® and switching our Vision provider to Delta Vision®/VSP®, effective January 1, 2023.



In addition, Healthcare Bluebook™ and Wondr™ were introduced in 2022. The program, Healthcare Bluebook™, provides employees a tool to find high-quality affordable care, compare facilities and ultimately save money on medical services. Wondr™, currently on its third class, is a digital weight loss program designed to educate and improve overall health.

The Township actively promotes health and wellness to all employees. Along with the Benefit Group Health Plan and the Wellness Program, the Township held an onsite Flu-Clinic for employees on September 28th, with 29 participating.

This year, the Wellness Committee had 79% of employees actively participate in various wellness events throughout the year. The most participated events were, Healthy Food Truck Day, the Border Battle Food Drive and Physical/Gym Activity Logs.

**WORKERS’ COMPENSATION:**

Sylvania Township actively participates in eligible BWC premium rebate, discount, and grant programs. In total, Sylvania Township received payment in the form of premium rebates and dividends in 2022 amounting to \$35,539.48.

Type	Name	Amount
Discount	Early Payment Discount	\$2,302.48
Rebate	Go Green Rebate	\$1,684.00
Rebate	Drug Free Safety Program Rebate	\$9,929.00
Rebate	Lapse Free Rebate	\$1,684.00
Rebate	Industry Specific Safety Rebate	\$4,255.00
Bonus	Transitional Work Performance Bonus	\$14,185.00
Grant	Substance Use Recovery & Workplace Safety Grant	\$1,500.00

The Wellness and Safety of our employees is at the utmost importance to Sylvania Township. Our employees are dedicated to on-the-job safety practices which are exercised each day. Our partnerships with the Ohio BWC and various local, state, and national safety councils provide the Township with invaluable resources, in which our employees actively participate.

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***Administration - Finance***

The Sylvania Township fiscal office is responsible for keeping township budget figures up to date and conferring with department heads when they notice a trend of significance.



That practice and support is beneficial in achieving the under-budget numbers achieved by all four major budget groups in 2022.

David Simko, Sylvania Township Fiscal Officer, has stated that although the basics in the office are based on accounting, a strong attribute of the employees is in communicating and consulting with other departments.

According to Fiscal Officer Simko, credit for keeping spending under budget should go to all department heads and employees, but a share of it also goes to the fiscal department which keeps an eye on expenses on a day-to-day, week-to-week basis.



Operating expenditures for 2022 by the general fund were \$1,899,338; or 89.2 percent of what had been budgeted; the road and bridge fund expended \$1,947,650; or 86.1 percent of its budget; the police fund spent \$6,913,398; or 90.5 percent of its budget and the fire fund spent \$11,302,632; or 93.8 percent of its budget.

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## Planning & Zoning Department

### PERMITS

The Sylvania Township Zoning Department issued 512 zoning permits in 2022. While this number is down from the previous year, it is above the 10-year average and marks the sixth year in a row of more than 500 permits issued.



Of the above 512 zoning permits issued, 72 were for new single-family dwellings. Again, this is a decrease from the prior year. However, the estimated value (not selling price) of the new homes constructed for 2022 was \$419,616. This is the highest average estimated value for any year and represents over a \$100k increase over 2021.

Approximately 57% of the new homes built in the Township were in three subdivisions: *Quarry Ridge (17)*, *Waterside Sylvania (14)*, and *Village at Twelve lakes (10)*.

Select commercial, industrial, and institutional zoning permits issued in 2022 include the following:

- **Romius Urology** - 3355 Meijer Dr. - Construction of \$2 million, 10,277 sq. ft. new medical office building.
- **Bob's Discount Furniture** - 5221 Monroe St., ste. B - \$1.25 million, 15,328 sq. ft. commercial renovation for new retail store.
- **Gerber Autobody Repair** - 7625,7641 W. Central Ave. - Construction of \$500k, 22,428 sq. ft. new auto body business.
- **ProMedica Wildwood** - 2865 N. Reynolds Rd. - \$2-million commercial renovation of medical building.
- **Dermatology Associates** - 3141 Central Park W. - \$1.25-million commercial renovation of medical building.
- **Yark Chrysler Dodge Ram Jeep** - 6019 W. Central Ave. - \$675k commercial renovation of automobile dealership.
- **DriveTime Used Autos** - 6448 W. Central Ave. - \$1.2-million commercial renovation of auto repair business to used automobile dealership.
- **Waffle House** - 5445 Monroe St. - Construction of \$360k new restaurant.
- **Goldfish Swim School** - 4959 N. Holland-Sylvania Rd. - \$850k commercial renovation of former Family Video store to swim school for children.
- **MWN Equities** - 7205 W. Central Ave. - \$75k commercial renovation.
- **Crumbl Cookies** - 6710 W. Central Ave., Ste 14 - \$236k commercial renovation for new cookie store.
- **Japanese Auto Repair** - 4942 W. Alexis Rd. - \$62k commercial alteration for auto repair shop.
- **Renhill Office Bldg.** - 2656 N. Reynolds Rd. - \$200k commercial interior renovation of office building.
- **Take 5 Express Oil Change** - 6928 W. Central Ave. - Construction of \$730k new oil change facility on site of former Giant Eagle gas station.
- **Auto Glass Now** - 5472 Monroe St. - \$35k commercial construction of former TAS Electronics for new automobile glass shop.

- **Five Lakes Church** - 4255 Mitchaw Rd. - \$9-million construction of new church.
- **WOW Gas Station** - 5410 Alexis Rd. - \$500k construction of new gas station.
- **Enrichment Charter School** - 4447 Monroe St. - \$65k commercial renovation for charter school.
- **Noodles & Co.** - 5299 Monroe St. - \$700k of commercial interior renovation to restaurant (former Moe's)
- **Arby's** - 7010 W. Central Ave. - \$250k of commercial interior renovation.
- **Integrity Properties** - 7668 King's Pointe Rd. - \$125k of commercial interior renovation.

**PLAN REVIEW**

An above normal number of applications for Project Plan Review were received in 2022 (PPR is the site plan review process for new commercial and multifamily projects). A few noteworthy ones include:

- **Adventus Climbing** - 2900 N Reynolds Rd. - New indoor climbing facility.
- **Take 5 Express Oil Change** - 6930 W. Central Ave. - New oil change business. (Former Giant Eagle gas station site)
- **Five Lakes Church** - 4255 Mitchaw Rd. - New place of worship.
- **Whitewater Express Car Wash** - 5762 W. Central Ave. - New car wash facility on NE corner of Central and Romaker.
- **Dollar Tree** - 7464 W. Sylvania Ave. - New retail store at NE corner of Sylvania & King Road.
- **H2Flow** - 7629 New West Rd. - New 12,441 square foot commercial building.
- **Holden Building** - 5286 N. Centennial Rd. - New 4,320 square foot industrial building.

**ZONING BOARDS**

In addition to issuing zoning permits and reviewing plans for new projects in the Township, the Zoning Department serves as staff support for each of the Township's two zoning boards: the Zoning Commission and the Board of Zoning Appeals (BZA), as well as providing expertise on zoning matters to the Board of Township Trustees.

The Zoning Department also saw an above average number of applications for *Zone Change* (heard by the Zoning Commission and the Board of Trustees). Noteworthy, approved zone changes include:

ADDRESS	PRIOR ZONING	APPROVED ZONING
2850 N. Reynolds Rd.	M-1 Light Industrial	C-2 General Commercial
3506 & 3510 N. King Rd.	M-3 Heavy Industrial M-2 Restricted Industrial	M-1 Light Industrial
6517 W. Sylvania Ave.	R-A low Density Residential	S-1 Special
7464 W. Sylvania Ave.	A-3 Agriculture	C-1 Neighborhood Commercial
7260, 7270, 7300, 7316, & 7334 Crossleigh Ct.	S-1 Special	R-5 PUD (Multifamily Planned Unit Development)
3925 N. McCord Rd.	A-3 Agriculture	R-\$ High Density Residential

The Sylvania Township Board of Zoning Appeals received four Conditional Use requests and twelve requests for Variances this year. These figures are at, or above, the average number of requests.

**ZONING COMPLAINTS/VIOLATIONS**

The Sylvania Township Zoning Code Enforcement Officer investigated 215 zoning complaints/violations in 2022. Almost half (90) of these complaints were for high grass or debris on a property. Additionally, the Compliance Officer continued, as time allowed, to conduct township-

wide sweeps addressing zoning violations that had not previously been brought to the department's attention through resident complaints.

<b>Code Summary Report Violation Name</b>													
<b>Violation Date 01/01/2022 TO 12/31/2022</b>													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Row Total
BRUSH/YARD WASTE	0	1	2	0	0	1	0	0	0	0	0	0	4
DEBRIS, DISABLED VEHICLE	0	0	0	0	2	0	0	0	0	0	0	0	2
DEBRIS, WASTE, RUBBISH	3	1	11	5	0	1	4	7	3	3	2	3	43
DILAPIDATED STRUCTURE	0	0	1	0	2	2	0	0	0	0	0	0	5
DISABLED VEHICLE	1	0	2	2	0	1	1	3	1	1	0	0	12
FARM LIVESTOCK	0	0	0	1	0	1	1	2	0	0	1	1	7
FENCE, DILAPIDATED	0	0	1	2	3	1	1	0	0	1	0	2	11
HIGH GRASS	0	0	0	1	16	15	6	5	2	2	0	0	47
HIGH GRASS, DEBRIS	0	0	0	0	2	2	2	1	0	0	0	0	7
HOME OCCUPATION	0	0	0	0	0	0	0	0	1	0	0	0	1
INVALID COMPLAINT	1	0	0	1	1	3	0	1	0	1	1	1	10
LANDSCAPE	0	0	0	0	0	0	0	0	0	0	0	1	1
LIGHTING	0	1	0	0	0	0	0	0	0	1	0	2	4
NO PERMITS	0	1	1	0	0	0	0	3	0	2	2	0	9
NOT ZONING ISSUE	1	0	1	1	0	0	0	2	0	0	0	0	5
OTHER	0	0	2	2	2	1	0	0	3	0	2	0	12
PARKING	2	0	1	1	0	0	2	1	0	2	0	1	10
RV, UTILITY PARKING	5	1	4	2	0	3	0	2	2	1	1	2	23
SIGNAGE, PROHIBITED	0	0	0	1	0	0	0	0	0	0	0	0	1
VACANT BUILDING	0	0	0	0	0	1	0	0	0	0	0	0	1
<b>Totals:</b>	<b>13</b>	<b>5</b>	<b>26</b>	<b>19</b>	<b>28</b>	<b>32</b>	<b>17</b>	<b>27</b>	<b>12</b>	<b>14</b>	<b>9</b>	<b>13</b>	<b>215</b>

**PROPERTY MAINTENANCE CODE**

Early in 2022, the Trustees approved the new Property Maintenance Code (PMC) for the Township. The purpose of the PMC is to serve as an additional tool for the Township's Zoning Department to utilize in the pursuit of minimum standards of property maintenance to ensure public health, safety, and welfare; to preserve nearby property values; and to promote the overall aesthetic character of the surrounding neighborhood.

The Zoning Department researched the property maintenance codes of other large townships in the State in order to create one applicable to Sylvania Township's needs. This code is based upon select sections of the International PMC and would address maintenance issues on only the exterior of properties within the Township.

**ZONING RESOLUTION (LAWS)**

The Sylvania Township Zoning Resolution (STZR) is the compilation of zoning laws governing the Township's zoning matters. Periodically, the Township needs to amend the STZR for clarification or to update a regulation. In 2022, the Board of Trustees approved several, mostly minor, amendments to the STZR. A couple significant ones include:

- For accessory buildings (detached garages, sheds, etc.,) on lots measuring less than one (1) acre in size - the total combined area of all the accessory buildings or structures on the lot shall not exceed ten (10%) percent of the total calculated square feet of the lot.
- A new regulation on the placement of waste receptacles as follows:

*Trash receptacles or other containers intended for the temporary holding of trash, refuse, garbage, or other discarded materials until it is hauled away shall meet the following requirements on any lot with residential zoning or use:*

1. *Only be permitted in the side or rear yard or in the front driveway if stored against the dwelling.*
2. *Be placed in the street right of way at the edge of the street off the pavement, for the purpose of disposal, for a period not to exceed (24) twenty-four hours.*



## **Road & Service Department**

Sylvania Township Road & Service Departments provides a variety of services to the Sylvania community. The department consists of the Superintendent, Service Manager, three Mechanics, Road Foreman, ten Utility workers, and one facilities maintenance employee.

The Road Department maintains over 138 miles of Townships roads and infrastructure. Maintenance of effort in 2022 included 4.96 miles of roads resurfaced, 2.41 miles of roads crack sealed, 1,362.5 linear feet of curb replacement, 77 ADA ramp replacements, 1,215 linear feet of storm sewer improvements, and 71 catch basin repairs. Road crews distributed 43,000 gallons of Salt Brine, and 1,400 tons of salt to ensure safe roads and facilities during the winter months. In addition to 138 miles of Township Roads there are 30 miles of County roads and 10 miles of state roads the Road Department services. These services include the annual Household pick up that collected 223.01 tons of material, spring brush and leaf cleanup, fall brush and leaf pickup, street sweeping, roadside mowing, tree trimming and removals, weed control, and dead animal recoveries.

Several county projects were also completed in 2022 within the Township, including King Road, Centennial Road, and Sylvania Avenue Road improvements. These projects along with Township led projects ensure our transportation and utilities infrastructure meet the demand and needs of our residents and those who work, shop or travel through our community.

In 2022 the department purchased a new plow truck and gas-powered lawn equipment for mowing season. The Road Department also welcomed two new employees. These investments will allow us to continue providing premium services while the Township grows on our western border.

The Service Department performs maintenance, inspections, and timely repairs to over 150 Township vehicles and pieces of equipment. The service department responded to 497 Service Request. These included biannual inspections and services, annual Department of Transportation Inspections and the National Fire Protection Agency Annual Pump and Aerial Inspections. We have Master Automotive Service Excellence certified mechanics and Master Emergency Vehicle Technicians on staff that keep our equipment in safe operational condition.

The facilities maintenance for Administration, Police and Road is accomplished by one maintenance employee. A wide range of duties are performed by this position including minor HVAC and boiler

repairs, lawn care, light construction, general cleaning and maintenance, snow and ice control and providing department heads with estimates for major repairs and projects. Retiring the Police Dispatch room and remodeling it was a major project this year. Working at two locations in 5 facilities is a challenge throughout the year.

The Road and Service Department is pleased to serve the community and looks forward to a productive 2023.



## **Police Department**

The Sylvania Township Police Department prides itself on providing reliable, professional, and effective law enforcement services to the community. We strive to go above and beyond, and we continue this with the reputation to work within our budget, coming in under budget again in 2022. Due to prudent management of funds, we continue to operate on the same Levy from 2004. Three new fleet vehicles were ordered in 2022, with delivery scheduled in early 2023.

The department saw the implementation of Body Worn Cameras (BWC) this year. This system includes in-car cameras, as well. The transition has gone smoothly and we recognize the transparency the cameras give the department. This purchase was supported by a federal grant, received by the Township due to the tireless efforts of individuals from multiple departments working together.

As 2022 saw retirements and promotions within the police department, we welcomed one new officer into the department. The officer successfully completed field training in November and is now working on the road full time. Two officers were also promoted to the rank of sergeant in 2022. We are continuing to search for candidates for officers in 2023, including lateral transfers from other departments.

In early January, Community Affairs implemented a new senior outreach program with the area senior centers. Officers made regular visits to Sunset Village, Sylvan Lakes and Lakes of Sylvania where they engaged with the community to play games, enjoy lunches, and teach beneficial information. The Community Affairs officers were also very involved in community outreach events, including Shop with a Hero, Trunk or Treat, Cops & Ice Cream and Pizza with Police. The annual Citizens Police Academy graduated eight new members in 2022!

The police department is also proud to have taken first place in the first annual "Sylvania Township Holiday Decorating" contest. At the Sylvania Fall Festival, our officers manned a booth and citizens also saw the Sylvania Township Honor Guard proudly lead the parade!

There was one homicide in 2022 in a domestic incident, with the suspect in custody shortly after. Calls for service decreased slightly, as well as citations and crash reports. The overall amount of crime reports decreased by almost 400 from 2021 to 2022.

**Police Department Mission Statement:** *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.*





## **Fire Department**

The Sylvania Fire-EMS is administered by the Trustees of Sylvania Township. The Fire Department services both Sylvania Township and Sylvania City with an area of 28.6 sq. miles and a population of approximately 50,000 residents. Our department has an administrative staff of 1 - Fire Chief, 1- Assistant Chief, 3- Battalion Chiefs, 3 - Administrative Assistants, 1 -Captain, 1- Fire Marshal, 1 part time-Fire Inspector, 12 Lieutenants, 70 career firefighter/paramedics working 24-hour shifts from 4-fire stations located throughout the City and Township. We strive to always provide the best in professional emergency services, community risk reduction and public education services, from our highly trained and skilled firefighter/paramedics.

2022 has had a huge impact on all at the Fire department. With the continuation of the COVID 19 virus and a steady increase in incidents it has put pressure on the crews to meet the needs of the community. Our crews answered the calls for service with an ongoing commitment to excellence in service. STFD has also continued to adopt to the operations of the consolidated dispatch center and Battalion Chief Mike Szafarowicz has served as a key liaison in these efforts.

The Department has been trying to replace vehicles needing replacement, however, the delivery dates of both a new Fire Engine and a new Transport unit (Ambulance) have been pushed to 2023 from late 2021 due to supply chain challenges. What used to take approximately 12 months for a new Fire Engine to be delivered is now taking as long as 24 months. The same challenges are being encountered with the delivery of Transport vehicles. A new Ambulance used to take less than 12 months but is now taking between 18 – 24 months for delivery. With these delays the department will be working to move up replacement dates on other vehicles in the fleet that need replacing to stay in front of the need.

The STFD remains involved at the state level to develop a possible billing stream for our Community Paramedicine program or MIH. Chief Ramm and Lt. Wittkop continue to travel to Columbus to be active in committees at the state level to work with the elected officials on these issues.

The department honored our promise, laid out in our last levy, to maintain stations for longevity. At Station #2 and Station #3 the Township had a serious roof problem causing leaks due to a poor design during the initial build. The issues are substantially resolved. Additionally, the windows at Station #3 and Station #4 were replaced to help with operational costs. The driveway and approach at Station #4 were also replaced. This had not been done since the opening of the station. This will help with the maintenance costs of tires, shocks, and suspension parts on the vehicles.

**COMMUNITY EVENTS:** Sylvania Fire-EMS continues to participate in many Community and Downtown Sylvania Events. This year the Department had a booth at the Fall Festival and the Sylvania Business Expo during which the Department handed out fire prevention materials. Our crews also attended several “trunk or treat” events this fall. Community events include:

- Sylvania Chamber of Commerce Spring Expo.
- Senior Health Fair
- Safety City / Safety Town
- Centennial Terrace – Approximately 20 events
- Glass City Marathon
- Multiple Triathlons / Running Events
- Farmers Market (Engine and Safety Trailer)



- Multiple Events at Olander Park
- Sylvania Country Club Fireworks
- Sylvania Fireworks
- Sylvania Chamber of Commerce Fall Festival
- Lourdes University Campus Fire Drill / RA Training
- Shop With a Hero (Meijer and Walmart)
- Sylvania Area Family Services Commodities Pick Up (Assisted 4 times thru out year)

Throughout the year Fire Marshal Hillard continued to install smoke alarms in homes throughout Sylvania City / Sylvania Township as needed.

**COMMUNITY RISK REDUCTION:** Fire Marshal Hillard has nearly completed working with a local condo association to replace all of their smoke alarms. This association has 80 units with 4-6 smoke alarms per unit.

This year Community Risk Reduction switched reporting software from Emergency Reporting to ESO. This continues to be a work in progress.

We also started using Brycer, a program that helps track our fire alarm and fire suppression system within Sylvania City/Sylvania Township.

Once again Fire Marshal Hillard and Inspector Wambo attended the Fire and Life Safety Expo in Columbus. This annual conference provides 16 hours of continuing education training.

In an effort to streamline our food truck inspection process the Department provided multiple days this year in which all of our local food vendors could stop by and have their vehicle inspected. The Department had 43 food truck/trailers inspected during this time.

Fire Marshal Hillard, Inspector Wambo, and Battalion Chief Steve Kahan participated in this year’s custodial staff training event at Southview High School. This event is open to all districts within NW Ohio and is very well attended. The Department provided them with basic first aid training along with fire extinguisher training at the event.

2022 Plan Reviews: 127 construction/fire life safety system plans were reviewed.

2022 Inspection Totals: Inspection totals in 2022 were down significantly. The reduction in inspections is a result of a part time fire inspector retiring.

License Inspection – 36	State Inspections – 49
General Inspections – 552	Consultations – 28
County Inspections – 39	Complaint Investigations – 20
Re-Inspections – 205	Fire Alarm / Fire Sprinkler Inspections – 36
Food Truck – 43	Home Inspections – 26
Total = 1034	

**TRAINING:** During 2022, crews completed 10,328 hours of Fire and EMS training. The training consisted of organized sessions both on and off-duty, in-person and as assigned through on-line resources.

In addition to internal training, some training sessions were attended by crew members off-site, and information was brought back to be shared throughout the rest of the department through internal training sessions. We also began moving toward bringing in outside instructors from these institutions. This allowed the Department to train the whole department at a fraction of the cost of sending each person individually out to these trainings. It also allowed the Department to personalize this training to our crews and equipment. We will continue to pursue opportunities to bring in outside instructors in 2023 to continue consistency of training in the department.

### **RETIREMENTS:**

FF/P Lt. Thomas Reynolds 2/9/22

**COMMUNITY PARAMEDICINE:** Mobile integrated healthcare community paramedicine (MIH-CP) is the provision of healthcare using patient-centered, mobile resources in the out-of-hospital environment. The HERO program was launched as a joint venture between Sylvania Township Fire Department and Springfield Township Fire Department in 2020. HERO stands for Health Education, Resources, and Outreach to serve those in the communities we serve. The primary focus is to work in collaboration with our residents, medical practitioners, community resources, and other agencies for solutions for our residents as community paramedics.

Services offered can include health maintenance education and evaluation, medication education and review, referrals to basic human need services, fall prevention, population risk monitoring, care coordination, and home safety checks. Community paramedicine is the EMS prevention of today in like manner to the fire prevention initiatives dating back nearly 100 years ago. Referrals can be made to Sylvania Fire and EMS at 419-882-7676.

*Fire Department Mission Statement: Our Mission is to prevent and minimize the loss of life and property damage from fire to our citizens and visitors; to provide high-quality emergency medical services; to mitigate the consequences of natural and man-made disasters; and to provide non-emergency support services within our realm of expertise through highly skilled, trained, and dedicated personnel. We will accomplish this mission through fire suppression, emergency medical response, care and transport, rescue, code enforcement, public education, fire investigation, and professional development training.*

*Our Firefighters:*

*\*may risk their lives to save a life*

*\*may put themselves at moderate risk to save property*

*\*will risk nothing to save life or property that is already lost or destroyed*

# APPENDIX

## Sylvania Township by the Numbers

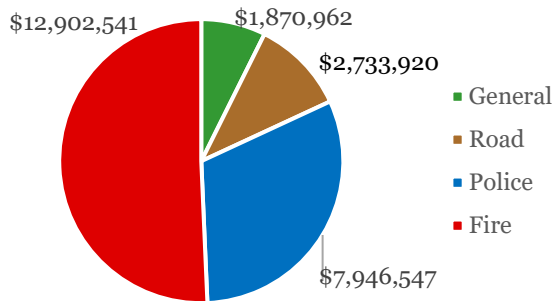
### Township Hall Staff (Holland-Sylvania Rd.)

<u>Employees</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
Management/HR/Support	3	3	4	4	4
Planning & Zoning	3	3	3	3	3
Finance	4	4	4	4	4
Total	<b>10</b>	<b>10</b>	<b>11</b>	<b>11</b>	<b>11</b>
Vehicles	2	2	2	1	1

## Finance Department

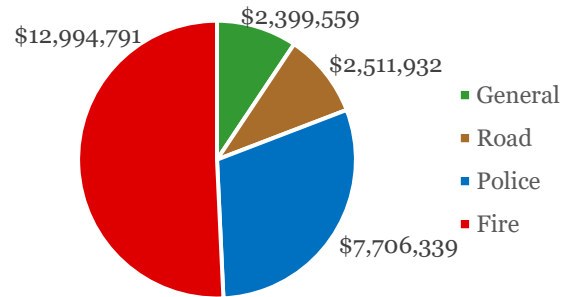
**2022** (Includes both operating revenue and transfers)

Revenue



Total: \$25.453 Million

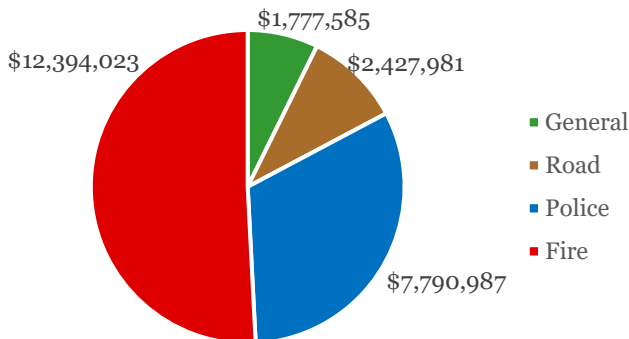
Expenditures



Total: \$25.612 Million

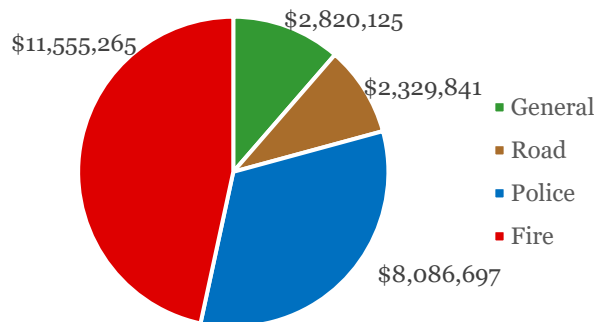
## **2021**

Revenue



Total: \$24.390 Million

Expenditures



Total: \$24.791 Million

## **Planning & Zoning Department**

	<b><u>2018</u></b>	<b><u>2019</u></b>	<b><u>2020</u></b>	<b><u>2021</u></b>	<b><u>2022</u></b>
Single-Family Permits	123	100	106	129	72
Total Zoning Permits	519	537	513	559	512
All Permit Values (Annual)	\$49,751,628	\$68,463,193	\$51,677,273	\$54,226,302	\$64,025,653
Zoning Enforcement	250	229	203	229	215
Zoning Commission Meetings	7	3	4	5	9
Zoning Board of Appeal Mtgs.	7	8	9	10	6

## **Road & Service Department**

### **(Holland-Sylvania Road)**

	<b><u>2017</u></b>	<b><u>2018</u></b>	<b><u>2019</u></b>	<b><u>2020</u></b>	<b><u>2021</u></b>	<b><u>2022</u></b>
Road Resurfaced (miles)	2.84	3.16	5.56	4.38	4.58	4.96
Roads Crack Seal	11.6	8.97	7.30	7.40	4.06	2.41
Spray Patch (gal)	550	690	330	500	0	0
Road Patch (tons)	42	24	40	35	30	44
Concrete (ADA & Sidewalk)	1,936 ft <sup>2</sup>	1,865 ft <sup>2</sup>	1,987 ft <sup>2</sup>	1,544 ft <sup>2</sup>	1,600 ft <sup>2</sup>	2,686 ft <sup>2</sup>
Concrete Curb	705 LF.	4,289 LF.	3,505.5 LF.	815 LF.	353 LF.	1,362 LF.
Storm Sewer Improvement	300 LF.	460 LF.	2,824 LF.	1,742 LF.	300 LF.	1,215 LF.
Ditch Clean Out (# locations)	3	5	4	3	3	4
Catch Basin Repairs	93	212	105	103	69	71
Ice & Snow Control (O.T. Hrs.)	349.15	525.40	588.44	113.34	284.5	226
Salt Use (tons)	1,600	1,400	1,600	1,300	1,400	1,200
Brine Use (gallons)	35,600	32,800	39,500	24,400	43,000	40,000
Leaf Collection (yd <sup>3</sup> )	16,250	17,178	23,554	21,521	23,680	22,802
Brush & Tree Collection (yd <sup>3</sup> )	5,200	2,064	2,119	1,930	2,652	4,827
Household Pickup (tons)	135.18	144.77	213.52	279.04	206	223.01
Major Rd Equipment (#)	58	59	59	59	60	60
Heavy & Medium Duty Trucks (#)	12	12	12	13	13	13
Light Duty Trucks and Vehicles (#)	9/2	9/2	9/2	11/2	11/2	11/2
Employees (#)	14	14	15	15	15	17
Ave. Training Per Worker (hrs.)	30	50	32	24	5	60
Cemetery Burials (#)	0	2	1	1	0	2
Ohio Utilities & Protection Service Marking	675	811	801	729	1,561	1,578
Service Request for repairs					516	497

## **Police Department**

(4420 King Road)

### **Annual Activity Summary**

	<b><u>2018</u></b>	<b><u>2019</u></b>	<b><u>2020</u></b>	<b><u>2021</u></b>	<b><u>2022</u></b>
<b><u>Calls for Police Service</u></b>	<b>14,586</b>	<b>16,662</b>	<b>14,050</b>	<b>15,466</b>	<b>14,729</b>
<b><u>Citations</u></b>					
Total ORC Citations	1,324	1,755	1,159	1,231	874
Crash related Citations	456	518	402	483	335
<b><u>Crash Reports</u></b>					
Injury and Property Damage	759	825	677	809	639
Fatalities	0	0	3	4	3
<b><u>Offense Reports</u></b>					
Burglary Breaking & Entering	59	56	46	27	40
Theft from Motor Vehicles	61	49	37	52	46
Retail Theft	280	339	309	298	292
Identity Theft	59	36	62	81	49
Homicide	0	0	1	1	1
Aggravated / Felonious Assault	8	10	12	8	6
Robbery	6	10	12	4	14
Rape	3	6	6	9	6
Domestic Violence	90	125	135	113	76
Domestic Disputes	73	80	90	83	89
Assault/Menacing	135	189	200	213	165
OVI Arrests	133	219	104	121	93
Crime Reports	2,213	2,782	2,950	2,930	2,537

## Fire Department

**4 Firehouses (Monroe St./McCord Rd./Whiteford Rd./Sylvania Ave.)**

	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
Fire Calls	1,623	1,833	1,889	2,182	2,231
EMS Calls	<u>4,281</u>	<u>4,567</u>	<u>4,216</u>	<u>5,017</u>	<u>5,199</u>
<b>Total</b>	<b>5,904</b>	<b>6,603</b>	<b>6,105</b>	<b>7,199</b>	<b>7,430</b>
Overlapping Calls	2,871 (48.63%)	3,480 (54.55%)	3,352 (54.91%)	4,321 (60.02%)	4,275 (57.54%)
Transports	1,225	2,340	2,075	2,568	2,679 (315% increase since 2018)
Fire Inspections	1,569	1,175	586	2,074	1,034
Plan Reviews	135	140	115	134	127
Mutual Aid Assistance	73	65	85	101	177
Assistance from Others	79	51	37	69	121
Employees	73	70	72	74	76
Major Equipment & Vehicles	18	18	18	19	19
Mutual Aid Agreements **	12	12	12	12	12
Automatic Aid Agreement***	1	2	2	2	2

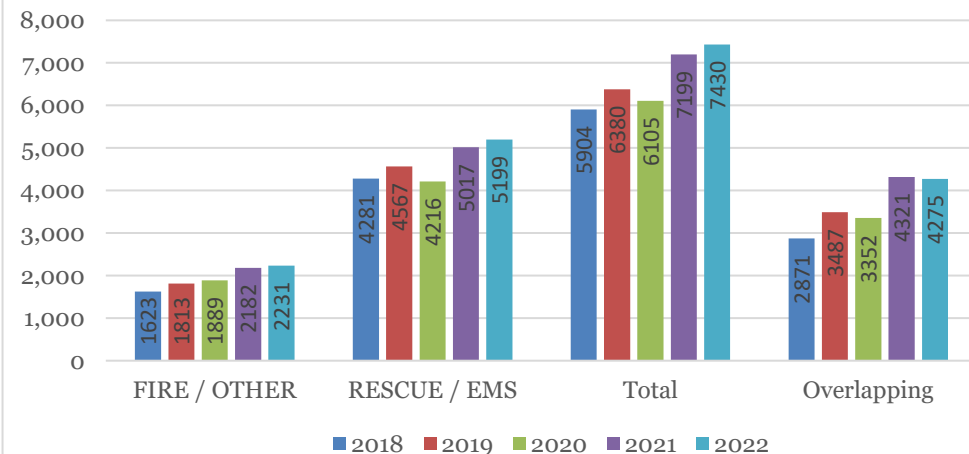
\*\*We have mutual aid contracts with all Fire Departments in Lucas County

\*\*\* We have one automatic aid contract with Springfield TWP Fire & Richfield TWP Fire

### TOTAL STATION RESPONSES

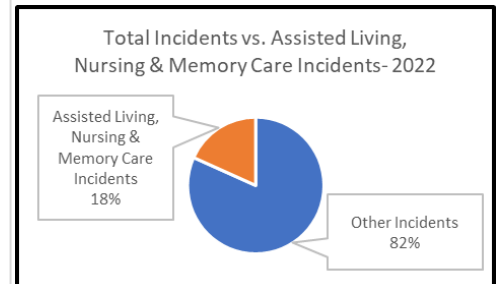
	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
Station #1	2,012	1,842	2,247	2,411
Station #1 Life Squad 6	4,059	4,359	4,306	2,229
Station #2	1,970	1,935	2,103	2,408
Station #3	1,686	1,553	2,037	2,033
Station #4	4,098	3,870	4,394	3,582
Administration (Chiefs, Safety Officer, Fire Prevention)	432	610	434	880
<b>TOTAL</b>	<b>12,247</b>	<b>14,169</b>	<b>18,330</b>	<b>13,543</b>

### Yearly Incident Comparisons



### Increase from 2018 to 2022

Fire/Other- 37.46%  
 Rescue/EMS- 21.44%  
 Total - 25.85%  
 (58% increase in last 8 years)  
 Overlapping- 48.90 %





## Mutual Aid Received

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Auto Aid STRUCT Rcvd	2	1	3	2	4	4	7	6	4	4	8	5	50
Auto Aid E-Way Rcvd	1	1	0	0	0	2	1	0	1	3	0	2	11
Transports (EMS)	6	6	7	6	8	11	13	10	15	15	7	5	109
1st Responder (EMS)	0	1	1	1	1	0	8	8	2	1	9	0	32
<b>Totals</b>	<b>9</b>	<b>9</b>	<b>11</b>	<b>9</b>	<b>13</b>	<b>17</b>	<b>29</b>	<b>24</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>12</b>	<b>202</b>

Prior to 1900hrs EMS	6	7	8	7	11	11	23	15	17	16	13	10	16.83
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Average Per Month Total	17
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### Incident Count By NFIRS Code

Incident Type Group	2022-01-01	2022-02-01	2022-03-01	2022-04-01	2022-05-01	2022-06-01	2022-07-01	2022-08-01	2022-09-01	2022-10-01	2022-11-01	2022-12-01	Total
100 - Fire	5	7	15	7	12	12	20	13	8	12	15	3	129
200 - Series	0	0	1	0	0	0	0	0	1	0	0	0	2
300 - EMS	464	398	440	428	398	419	410	436	437	444	453	472	5199
400 - HAZMAT	9	10	9	8	16	21	13	17	7	10	10	11	141
500 - Service Call	84	63	72	63	79	66	58	78	82	84	80	104	913
600 - Series	42	31	31	39	43	43	48	41	42	48	37	47	492
700 - False Alarm	47	31	31	38	58	43	44	45	54	52	50	53	546
900 - Special Incident	0	0	0	1	0	0	1	0	0	0	0	0	2
Other	0	0	4	1	0	0	0	0	0	0	1	0	6
<b>Monthly Total</b>	<b>651</b>	<b>540</b>	<b>603</b>	<b>585</b>	<b>606</b>	<b>604</b>	<b>594</b>	<b>630</b>	<b>631</b>	<b>650</b>	<b>646</b>	<b>690</b>	<b>7430</b>

### Incident Count by Shift

Shift	2022-01-01	2022-02-01	2022-03-01	2022-04-01	2022-05-01	2022-06-01	2022-07-01	2022-08-01	2022-09-01	2022-10-01	2022-11-01	2022-12-01	Total
A-Shift	218	186	197	217	211	192	226	209	205	187	231	238	2517
Administration	0	0	0	1	0	0	0	2	0	0	1	0	4
B-Shift	206	180	222	189	195	196	192	220	195	214	203	227	2439
C-Shift	227	174	180	177	200	216	176	199	231	249	211	225	2465
None	0	0	4	1	0	0	0	0	0	0	0	0	5
<b>Total</b>	<b>651</b>	<b>540</b>	<b>603</b>	<b>585</b>	<b>606</b>	<b>604</b>	<b>594</b>	<b>630</b>	<b>631</b>	<b>650</b>	<b>646</b>	<b>690</b>	<b>7430</b>

### Incident Count by Unit

Unit▲	2022-01-01	2022-02-01	2022-03-01	2022-04-01	2022-05-01	2022-06-01	2022-07-01	2022-08-01	2022-09-01	2022-10-01	2022-11-01	2022-12-01	Total
BC6	61	45	48	52	52	44	63	60	65	78	56	57	681
C61	0	0	8	14	7	10	13	9	10	4	5	4	84
C62	1	0	3	3	4	4	3	4	2	0	0	0	24
E61	222	156	193	187	181	210	197	216	208	220	224	197	2411
E62	196	147	178	187	173	178	185	231	223	217	223	270	2408
E63	0	0	0	6	0	5	1	8	6	0	0	0	26
E64	143	146	155	138	64	40	48	30	61	82	74	78	1059
E65	0	0	0	0	0	0	3	2	0	0	0	0	5
FIU61	0	0	0	0	0	0	2	0	0	0	0	0	2
FP64	3	1	0	1	2	2	3	2	1	1	2	0	18
FSO64	3	1	5	6	5	5	4	10	8	8	10	8	73
M62	0	0	0	0	4	0	0	2	4	0	0	0	10
M63	154	116	122	171	168	160	171	201	184	174	204	182	2007
M64	214	190	221	184	173	196	189	207	206	178	193	206	2357
MIH61	10	3	12	5	7	4	7	7	7	11	6	8	87
T63	65	53	45	24	122	131	124	135	128	159	153	134	1273
T64	24	15	15	16	4	0	4	17	22	14	16	19	166
U64	0	0	0	0	0	0	1	3	2	0	0	0	6
<b>Total</b>	<b>1096</b>	<b>873</b>	<b>1005</b>	<b>994</b>	<b>966</b>	<b>989</b>	<b>1018</b>	<b>1144</b>	<b>1137</b>	<b>1146</b>	<b>1166</b>	<b>1163</b>	<b>12697</b>