

Minutes of Department Head Meeting July 12, 2010

8:00am Meeting called to order by Craig LaHote

Roll Call: Mr. LaHote, Mr. Mack, Mr. Britten, Mr. Hrosko, Mrs. Haar, Deputy Chief Brice, Kraig Gottfried, Rosanna Violi and Robert Warnimont. Chief Dimick, Chief Stribrny and Grant Garn were absent

Fire: Chief Dimick - absent

Maintenance: Kraig Gottfried gave the Trustees a report on the micro surfacing and said the tar & chipping should have gotten done last week on Morningside, Rockledge and Secor Woods. Strawser are supposed to be in the area this week. They are starting over at Troy Township and they are going to do Neiderhouse road first. They did that a year ago and they were not happy with it and the Township was not happy with it. Then they will be doing Morningside and Rockledge this week also.

Gottfried then told Britten he tried to call the man who owns the condos on Hull Trace but he never returned his call. Hrosko said he was supposed to call him sometime this week and he will tell him he needs to call Gottfried. They will try to set up a meeting and Britten will attend it.

EMS: Deputy Chief Brice asked the Trustees to approve writing off a \$50.00 co-pay of a deceased patient where there are no funds in the estate to pay the bill. The patient # is PAT003151. **Mack made a motion (seconded by Britten) to approve writing off the \$50.00. All Yes Motion Approved**
Brice asked for executive session for personnel discipline

Recreation: Bob Warnimont told the Trustees he put in for a park grant for Starbright Park for 1250 feet of drainage tile and rental of a machine to install it at a cost of \$1,800.00. He also put in for a grant for the pad for the shelter house. It is for a concrete pad with 16 holders for just over \$9,000.00. This is so the shelter house can be moved to the west.

Warnimont reported that they are still running the de-humidifiers at Station II but will have to have someone come out and clean the carpet because it smells. Next Warnimont again brought up the issue of a drop off recycling station. He said it could possibly be located in the old white town hall building or in a new building across from the Trustees offices. Britten said he was not in favor of using the old town hall building and that the building really needs to come down. Warnimont said that he has a lot of request for a drop center for recycling. Britten said one thing he would like to do; and Mack came up with the idea, is a once or twice a year "attic cleanout" where residents could bring in unwanted junk and rid of it. Britten said maybe solid waste money could be used for that. Mack said to really see it done correctly is Catawba Island Township when they have their twice a year clean up. Mack said he thought information on it is on their web site. Warnimont said he would do some research on it.

Zoning: Grant Garn – on leave Rosanna Violi said she has been driving around the Township and has about 17 violation nuisance properties on a list so far. She still has another section to drive through this week. Of the top ten, five are in the Heights and five are not. She will be talking with Solicitor Celley.

Violi said she checks Garn's email and phone messages and said Garn received an email (copy in file) from a lady who wants to plant a sidewalk tree. She states that others on her street and in her neighborhood have done this. She first emailed Garn in April on this and was given the Zoning Resolution Article VIII Section B2. She was also told he would forward her email on to the Trustees, Administrator and Fiscal Officer. She now says she never heard back from anyone on planting the tree and has been trying to get permission to plant it for four years. Britten said they are not allowed to plant anything between the curb and the sidewalk and Garn sent the resolution saying so. Britten said he saw the email a long time ago when Garn first sent it out. Violi asked if she should go ahead and email her and tell her it is not permitted. Britten said she should. Violi said she said her neighbors have planted them though. Gottfried said they probably just planted them without permission. Britten said this is where we need to decide; if we find out they planted them, what we are going to do about them. Violi asked if after she tells the lady no, if she complains her neighbors have them planted, is the Township going to enforce the code? Hrosko asked if we are going to tell people that they have to take their trees out. Mack answered that if we are going to act fairly, we need to do that. Mack said he would have a problem with telling those people, who were forced to plant the trees by Perrysburg City they need to remove them and suggested there be an exception to the rule. Britten said if in this case, the lady is correct, that her neighbors have planted the trees, she then needs to put it in writing and send it to us.

The last thing Violi brought up was attending a grant workshop that is being held in Detroit, Michigan. This is something she would like to attend. It was decided to have her check and make sure this program is not tailored to Michigan grant writing and report back to the trustees.

Police: Chief Stribny– absent Hrosko gave the Trustees a copy of an email from Stribny with five notes to pass on to the Trustees (copy in file). It read as follows;

1. The extra police multi use vehicle (GMC Jimmy) is in need again for repair work. We now have a court order release of a newer, low mileage, used Dodge Avenger which I would like to switch it out with. The Dodge does need to be checked for maintenance safety, but we are not aware at this time of it being a major repair issue. Still waiting for the title for the Dodge. And, the GMC Jimmy would go to auction if approved. Other than any minor maintenance cost, switch insurance, there should not be any other costs. If there is we will advise.
2. We are considering changing out one of the detective's black Ford Explorer with another vehicle. I did possibly expect to do this this year. One of the detective's has received information of a corporate Ford discount that we can get, so we may look at another for vehicle such as a Ford Taurus, or something along that line. We currently are not looking for another Ford 4WD and will advise if that was to change.
3. We are looking at replacing our police department main copier machine with an updated copier/fax unit. Jamie Slee/Records has the information from one company and John; administrator has requested getting another company quote. Jamie will take care of that request and I will pass this on for approval. Our current copier and current fax machine are in need of replacement, and the copier is approximately 11 years old. The copier is becoming difficult to find parts when it

needs repair. When we replace the unit we may keep the old unit to use in the back offices until it goes. Which will come in handy for admin/detectives?

4. Due to SB 77 we are required to visually/audio record all mainly but limited to major interviews. This means we need in one more of our rooms a camera and recorder. We currently are obtaining a price from the vendor who has installed our existing cameras. This is highly recommended by our Attorney General and supported by our prosecutors. This is the same bill that requires other changes within our agency, such as a property room, evidence procedures, and written report procedures.

5. Executive session reference to Employee/Discipline. Can wait until Monday's trustee meeting.

Administrator: John Hrosko told the Trustees he received the rug contract from Arrow this week and it is for \$1,500.00 per year for the same amount of carpets we currently have. Cintas was charging us \$6,700.00 this year. Hrosko said he sent the contract to Solicitor Celley and he approved it.

Hrosko said he will be talking to Mike Scott and get the "One Call Now" contract finalized this week.

Hrosko asked the Trustees to approve the estimated Revenues (copy in file).

Britten made a motion (seconded by Mack) to approve the estimated revenues and the lighting districts. All Yes Motion Approved

Hrosko said that he was taking Violi to Sylvania Township on Wednesday to meet Susan Woods (their assistant administrator). Hrosko also said that Sylvania's Administrator was released so they will be looking for a new Administrator.

Hrosko asked for an executive session for personnel discipline, hiring and medical issues.

Office: Shirley Haar said she wanted the Trustees to aware that she had received the \$45,000.00 Tax Incentive Donation check from Walgreen's last week.

\$35,000.00 is put in the general fund and \$10,000.00 is put in the Fire departments ladder truck fund.

Haar then mentioned that the Wood County Township Association gave out the fair schedule and Perrysburg has Saturday August 8th from 2pm to 6pm. Britten said he could take the 3 to 4 spot and Haar said she could take the 2 to 3 spot, but Mack and LaHote will have to get back to her on their times.

The last thing Haar brought up was a trip to Washington DC. She said that every year the Wood County Township Association asks two people to attend the NATAT (National Association of Townships and Towns) yearly conference in Washington DC. This year they asked Melanie Bowen (Lake Township Trustee) and herself to go. The Association will defray the first \$500.00 of the cost of the trip per person. Haar asked the Trustees if they would approve the Township picking up the remainder of the cost. Mack asked how this was handled in 2006 when LaHote went. LaHote said the Township paid his costs. Mack said he didn't see where this was any different and Britten agreed and said he didn't have a problem with it. Haar said she really appreciated it. **Mack made a motion**

(seconded by Britten) to underwrite Haar's allocation of room cost, split with Bowen, provide the standard meal allowance of \$25.00 per day, registrations fees and air transportation for the Washington DC trip. All Yes Motion Approved

Bob Mack read a “To Do List” of items the Township needs to start addressing including the old Town Hall building, the current Township administration building, the ditch improvements at the Mosque and the access management document issue. Mack will type up the list with and additions anyone wishes to add and get everyone a copy.

Gary Britten said that reminded him that we need to get back on the employees evaluations. It was decided to do Dimick’s after the next Department Head meeting.

Mack made a motion (seconded by Britten) to adjourn into executive session for personnel discipline, hiring and medical issues. No further business will be conducted. All Yes Motion Approved

Britten made a motion (seconded by Mack) to adjourn executive session and adjourn regular session. All Yes Motion Approved

Shirley A Haar –Fiscal Officer

Craig LaHote – Chairman