

Minutes of Department Head Meeting August 9, 2010

8:00am Meeting called to order by Craig LaHote

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

Zoning: Grant Garn said he is going to try to arrange a Zoning Commission meeting for an informal review for Chick- Fil-A. He said there are some issues that need to be discussed at a Board of Zoning Appeals meeting but that they need to meet with the ZC first. One of the issues that need to be addressed is the access road.

EMS: Deputy Chief Brice- absent

Fire: Chief Dimick said that Fire Inspector Keith Feeney wants the Trustees to consider adopting the EPA burning rules and regulations rather than the Ohio Fire Code. Dimick said he is going to talk to Feeney some more on the issue and will bring it to the Trustees at a later meeting.

Recreation: Bob Warnimont told the Trustees he is going to talk to Ken Rieman about having Solid Waste pay for all or part of the truck we just bought as it will be used for recycling as well as the food program. Warnimont said the food program was started 30 years ago and at that time the Trustees couldn't fund it, so it was run through the volunteer fire department. He stated that it is not a volunteer fire department program, but a Township one, and that is why he had the Township pay for the truck.

Warnimont said the ball season is winding down but the Little League will have a small fall league.

Police: Chief Stribrny said they took three cruisers and the Jimmy to the auto Auction. He submitted the following is a list of vehicles which were sold Friday at ABC Auto Auction:

2007 White Dodge Charger last 6 of the VIN # 844370 - \$ 6,700.00

2007 White Ford Crown Vic last 6 of the VIN # 102489 - \$5000.00

2007 White Ford Crown Vic last 6 of the VIN # 126681 - \$4400.00

Red GMC Jimmy last 6 of the VIN # 719579 - \$ 2,400.00 (which has to go into one of the local Drug Funds)

All above sales have a deduction of service and sales fees before final amount is turned over to the Township.

Stribrny said Haar did the title work Friday and Lt. Pellek either took them over to the Auto Auction on Friday or he will be taking them over there today.

Stribrny said that at the next trustee's meeting he will be asking the trustees to approve Detective Curtis going out of town to the MACGLOLEN conference in Atlantic City September 7 thru 10 at a cost of about \$1,000.00. He also will be giving the Trustees a Detective report and a Marine Patrol report at that meeting. Stribrny said the new copier is up and running so he will contact MT to cancel the lease on the old one.

Next Stribrny told the Trustees the Levy Committee did not get the flyers done in time to take them to the Wood County Fair.

Stribrny reported that they are coming up on the deadline to hire another officer out of the previously interviewed candidates. He said their applications were only good for one year and that time will be up in September or October. He also said he should get an answer on the COPS grant in September. Stribrny was asked if the COPS grant can be used to fill a vacancy or is it just for an additional officer. Stribrny said he would look into this.

Stribrny asked the Trustees if they had anymore thoughts on the park area where the animals and people cross. He said he could put up a deer crossing sign on White road and that might help. It was also suggested that a park entrance sign may be needed there as well. This was tabled to a later meeting.

Maintenance: Kraig Gottfried told the Trustees that just for their information he is rebuilding some basins in Starbright area and they will be seeing some bills from various suppliers for this.

Next Gottfried said that Zimmerman painting gave him a quote of \$450.00 to re-stripe the area outside the Police building. If he was to do the entire parking lot it would be an additional \$500.00. Gottfried was asked that on the new asphalt area when it will need to be seal coated and that maybe he should get it seal coated before he has it striped. Gottfried will get two quotes for this.

Gottfried asked the trustees to sign the Gerkens contract for the Glenwood Rd. paving job.

Gottfried asked for a short executive session for personnel hiring.

Assistant Administrator – Rosanna Violi reported that on the violations she had a map made with the top 21 nuisance properties shown on it. She said the map differentiates the priority level by color. She said she sent out eight letters on the 20th of July for the top priority level properties and of the eight, seven property owners have contacted her or started working on their properties. She said she passed the last one on to Solicitor Walt Celley to continue the procedure. Violi then said she gave Garn the information on how to proceed from this point on. She also said Solicitor Celley said to go ahead and send out the letters to the next priority level, so hopefully that will be taken care of this week.

Next Violi said she has been working with the intern and he has finished all the maintenance drawings. He divided them by year and some other factors and then put them in the cabinets. Violi said she has a made a spread sheet detailing where all the files are.

Violi said we are ready to start scanning soon and asked the Trustees if they had read her email about getting a couple of interns to do the scanning. She said she sent then a general description of intern requirements to read. After briefly discussing the issue, it was agreed to pursue getting free interns for the scanning. Violi then told the Trustees she went through all the Township computers and found that too many computers are too old to run updated software. She said some still are running Word Perfect, using Windows 2000 and do not have Office at all. She stated that 60% of all the Police computers are obsolete. It was decided to get a quote on replacing the obsolete computers before looking into any software upgrades. LaHote said that in the future we need to put updating our computer system in the budgets. At this time only Violi will be the only one to get a copy of Microsoft Publisher for her computer.

Violi said that she updated the Master Plan on the web site and copies of it are available in the office. She also said she will be going to an OTA conference on Friday.

Administrator: John Hrosko told the Trustees that on the Shortel maintenance contract, he talked to them and it was decided since the system is new to hold off for this year.

Hrosko said on Monday he will be asking the Trustees to approve the annual Workplace Resources contract at a cost of \$2,430.00.

Hrosko said the he received a quote from Meyer Hill Lynch of \$34,131.69 for Phase 1 for the primary server and back up servers. This was tabled because LaHote said he needed to talk to Meyer Hill Lynch again on it.

Next Hrosko said Don Smith called about the ponds on 199 & Eckel Jct. These ponds are supposed to be aerated and are not. Hrosko was instructed to send out a letter saying they are in violation.

Hrosko asked for an executive session for personnel discipline, contract negotiations and possible or pending litigation.

Office: Shirley Haar no report

Bob Mack- mentioned the Chamber of Commerce luncheon on August 18th and asked if anyone was going to attend it. Hrosko and Violi will attend.

Mack then said he met with NBC24 and they want to be more involved with community and want to do more positive news. He said we should keep this in mind.

Mack passed out a letter he sent to Debbie LaCourse on May 12, regretful accepting her resignation (copy in file). He also passed out a letter (copy in file) written on May 26, 2010 to Donald and Sharon Belkofer expressing the Townships deepest sympathies for the loss of their son Lieutenant Colonel Thomas P. Belkofer in Afghanistan.

Mack read the “To Do List” of items he put together that the Township needs to start addressing as follows;

**TOWNSHIP PUNCHLIST
(IN NO PARTICULAR PRIORITY OR ORDER)**

- Complete all Township policies and personnel policies for a standardized 3-ring binder as well as DVD.
- Acquire park property with potential access to walking/bike trail and a recreation facility
- Complete ditch and/or road improvements for the mosque
- Renovate our Administration building including HVAC efficiencies
- Zoning initiative for unzoned area
- Resolution of Niederhouse Road litigation
- Miller Drive/Market Drive correction
- Modify agreement and commit to a game plan for Carronade extension/SR 199 for West Valley Development
- Adopt access management guidelines
- Demolition game plan for Town Hall
- Fate and/or disposition of Station 2 and surrounding property
- Township-wide trash and recycling
- Unified labor agreements and terms
- Township newsletter
- RTID bonds restructuring
- Uniform vendor agreements for our departments, i.e. office equipment, apparel and related service contracts
- Succession planning for department heads/creating personnel efficiencies

It was suggested that the turn lane on Thompson Rd. be added to the list.

Craig LaHote asked Violi to research the cost of sending out a Township newsletter.

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