

Minutes of Department Head Meeting August 23, 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, Deputy Chief Brice, Chief Dimick, Kraig Gottfried, Grant Garn and Robert Warnimont.

Recreation: Bob Warnimont said the OI ball season will end this week but the Little League will have a small fall league.

Warnimont said recycling went very well this week and they received a lot of cardboard

Zoning: Grant Garn said there is a Zoning Commission meeting for an informal review for Chick-Fil-A on Tuesday 8-24-10 @6:00pm. He said the access road will be the issue discussed and that he will ask Moser's to attend the meeting.

EMS: Deputy Chief Brice asked the Trustees to waive the remainder of a deceased patient's bill as there is no estate to pay it. The patient's invoice number is PAT-003607 and the amount is \$11.89. **Mack made a motion (seconded by Britten) to waive the remainder of the bill. All Yes Motion Approved**

Brice asked for an executive session for personnel hiring.

Fire: Chief Dimick said that he is looking at a machine that test air masks and will bring it to the Trustees at a later meeting.

Police: Chief Stribrny said that he has three marked cruisers in his 2010 budget. After this year they will no longer be making the Crown Vic but he might be able to still order them. Once the Crown Vics are no longer available the cost on the cars will go up because we will have to buy new equipment for the cars as the Ford equipment will not fit other cars. If he orders them now, and they come in fairly soon they would have to sit until the other vehicles' mileage is up. On the other hand, they could take months to come in. Stribrny was asked to check on availability and how long it takes to order one. He will also look into possibly getting rid of the current cruisers fully loaded to another entity.

Stribrny said he had information on the school crossing guard. He said chief Paez from Perrysburg City said he will not cover the cost of a crossing guard on Fort Meigs until all the property is annexed even though three corners are in the city and most of the children crossing are city kids. Stribrny said he is concerned about the safety of the children. Stribrny said when he talked to Frances Armbruster (the previous crossing guard); she said she wasn't surprised about the decision not to hire a crossing guard this year. Britten told Stribrny he would be willing to go along with sharing the cost with the City until the annexation is completed. LaHote said he would be willing to call the City and see if they would be willing to share the cost of the crossing guard until the annexation is completed. In the meantime Stribrny will have an officer monitor the crossing and encourage the kids to walk down to the signalized intersection to cross. Stribrny asked if the Trustees had a chance to look at the information he gave them concerning the officer. The Trustees said they needed more time to study it. Britten said the way it is written it can be taken different ways and it would depend on how the state interprets it. He said we need a point blank answer from them on how it works. Can the COPS grant be used to fill the vacancy or do we

need to hire another officer and be at full strength before the COPS grant would pay for an officer. It was discussed if we really need another officer with losing 67 more homes to annexation and the threat of further annexations still lingering because we still do not have the covenants (which our Solicitor Walt Celley is working on). Britten said he would really like to wait until that last issue is settled before hiring some one on.

Stribny told the Trustees that this morning they were supposed to be interviewing two candidates for dispatcher but they will only be interviewing one as the other one withdrew.

Next Stribny said that at the Tuesday September 7th meeting he will have the call stats for them and also will try to have the information on the vehicles for them.

Stribny asked a short executive session for personnel contract issues.

Maintenance: Kraig Gottfried told the Trustees that he has a quote from Bureau Concrete for \$10,875.00 to finish the curbs on Carnoustie Rd. There is 870 feet to finish what we started last year. He will bring this up at the next Trustees meeting Tuesday night, September 7, 2010.

Gottfried reported Shelly will be starting to pave next week.

Gottfried asked if the Cemetery Board had decided to remove the outhouse up at Dowling at the cemetery. Mack said that was what was decided but it is supposed to be coordinated through Mike Lang. Gottfried said he would talk to him.

Assistant Administrator – Rosanna Violi said that as an update, she was in contact with Owens and Penta about the up-paid interns and a gentleman from Penta came in. He said he didn't have anything open right now but they might have someone later on. Owens said they would have to get back to her. Violi said she had a preliminary quote from Welch Publishing for mailing the newsletter and would share it with the trustees at a latter date. Mack said we could look into having them do the newsletter as an insert to their paper.

Administrator: John Hrosko told the Trustees he received a quote from Hull & Associates of \$9,600.00 to do a study for Township refuse collection. This was tabled because the Trustees need to review the proposal. Hrosko gave the Trustees some meeting dates and said there is a grievance hearing tomorrow (8-24-2010) with Butch English at 10:30. He also said the first meeting with the Finance Committee is on the 24th at 9:00am. Hrosko asked for an executive session for personnel discipline and contract negotiations.

Office: Shirley Haar no report

Mack made a motion (seconded by Britten) to adjourn into executive session for personnel discipline, hiring, wages and contract negotiations. Further business will be conducted. All Yes Motion Approved

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

Ken Hirsch from Meyer Hill Lynch came in and spoke about what the different departments need and what programs they are running. It was discussed that some departments are running windows 2000 and XP and that some of their programs

they run will not work with Windows 7. There is a need to find out if they can run the programs on Windows 7 by doing an upgrade. Mr. LaHote said it is important to have a township plan on technology and to budget monies yearly for upgrades. Meyer Hill Lynch presented a quote summary (copy in file) for the different phases of getting the Township technology up to where it should be. This includes getting all the township computers on the Township's domain. He also presented a quote (copy in file) for 12 computers that need to be replaced (some are 10 to 12 years old). It was discussed what computers need to be tied into the domain and what upgrades need to be done. It was also discussed the more we can standardize them the better because in the past we have had problems with the set ups. LaHote said we need to find out what applications require XP and are they current. In 2012 Microsoft will no longer support XP and Windows 7 has better security and virus protection so it is time to move forward. Hrosko asked Mr. Hirsch what he would see as the first step we should do. The first step should be setting up security and passwords. The second step should be the replacement of some of the computers and third step should be phase one of bringing the new servers in. It was discussed how the systems could be paid for by moving monies around. LaHote said we need to work with the Department Heads to make sure they understand this is not a one time event but is something that needs to be on a 3 to 4 year schedule for replacement. They also need to budget yearly expenses for updates and etc. Mr. Hirsch and Mr. LaHote discussed the issue of the servers. Mr. Hirsch then went over the quote summary and explained what each item was. Mr. Mack said he thought it was time to bite the bullet and start getting the process started. Mr. Hirsch will go back and rework a few things and bring it back to the Trustees again. LaHote asked if the other Trustees were comfortable with going with Phase 1 once a few details were worked out and they said they were.

Mack said that some property has become available through forfeiture that either we or the school system are entitled to. A couple of lots are in the heights and a couple in Oak Meadows and he suggested the Township might want to take title of these, and then we can figure out what to do with them.

Bob Mack had to leave at 10:15am

Britten made a motion (seconded by LaHote) to adjourn into executive session for contract negotiations. No further business will be conducted. All Yes Motion Approved

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

Shirley A Haar –Fiscal Officer

Craig LaHote – Chairman