

Minutes of Department Head Meeting November 8, 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, Kraig Gottfried, Grant Garn (arrived at 8:07) and Robert Warnimont. Chief Dimick was absent

Fire: Chief Dimick – absent

Maintenance: Kraig Gottfried told the Trustees the leaf pick up is still going on around the Township.

EMS: Deputy Chief Brice asked the Trustees to approve the replacing of the weather station in the dispatch area as it is not working. The replacement would cost \$355.00 and would come from WeatherConnection.com. **Britten made a motion (seconded by Mack) to approve the purchase. All Yes Motion Approved**

Brice asked for an executive session for employee hiring

Police: Chief Stribrny told the Trustees they have had three sessions of taser training so far. He said several officers and some personnel from EMS have taken hits. Stribrny said he felt the training was going well so far. There will be another session on the 19th starting at 8am and lasting for 8 hours. He said if any of the Trustees would like to attend just the demo part he would let them know the time they are starting them.

Stribrny then told the Trustees that some of the officers have purchased (out of their own money) tiny video cameras that clip on a uniform. They feel this helps out if a case goes to court. Stribrny said he is looking into the cost of outfitting all the officers with them. He also said if the cost is right he might be able to buy them out of their donations.

Stribrny mentioned that on the hiring of the new officer, they are still waiting for one more test to come back. He hopes to have it by Monday night's meeting. Stribrny said he received information on Fleet gas cards and asked if there was any interest in them. It was decided he should look into them and then we can compare costs.

Stribrny next told the Trustees he still has one more car he can order this year and will be looking into when it would have to be ordered and what the delivery date would be. Genoa Ford can still get the Crown Vics for around \$23,000.00 but 2011 is the last year for them.

Stribrny said he would have the Detective report at Monday night's meeting.

Recreation: Bob Warnimont – no report

Zoning: Grant Garn said the Zoning Commission is meeting tonight (11-08-10) for an informal review for McDonalds on a reface. Also Cedar Creek might be coming in for an informal review for a single mom's car care clinic they want to put in.

Assistant Administrator – Rosanna Violi told the Trustees she talked to Solicitor Celley and he told her to go ahead and send out proposals for demolition estimates.

She said she did that and has heard from a couple so far. The deadline she gave them to have estimates in by is November 19th.

Violi said that she looks at the Trustees' punch list everyday and decided she could possibly help out on one of the issues. She said she made up a cost analysis for Station II and gave it to the Trustees.

Next Violi said she has been doing some work on the web site and had an idea for the pictures. She said there is a program called Flickr, which is free to use, that would make the pictures easier to view. She said many government sites already use this program. The only thing is Meyer Hill Lynch would have to come in and do some re-writing to put the link on the web site. LaHote said she should make sure they do not do any political advertising on their site because if they do we can not link to them.

Violi gave LaHote a list of some old computer equipment that should be disposed of. It was decided to post it for the employees to bid on should they like to buy any of it.

Administrator: John Hrosko told the Trustees he had a document (copy in file) requesting the extension and/ or waving of any default on the TID bonds. This will be looked at by Solicitor Celley later in the meeting for possible passage. Lane Williamson is requesting the Trustees pass it this morning.

Hrosko brought up the LaRoy \$3,870.00 invoice the Trustees asked to be held and said it was for re-routing the roof drains at the police station. Mack said the Trustees were waiting to see if Hrosko could explain why this had to be done, whether it was something that was not anticipated by the architects and that we are now taking measures to correct. He said if that was the case he would be ok with that. Britten said he was not. He said if you walk around and see there are roof drains coming off the north side of the building and then put a building against that you need to figure out where the water is going to go. Britten said Vetter should have seen this and it should have been included. Then to get two bills on it is too much. Britten said he thought Vetter should stand behind this. Mack said they should come in and talk to the Trustees and explain this. After discussing this issue briefly it was decided Hrosko will call Vetter and have them come to a meeting and talk to the Trustees. It was also mentioned that if we have the plans for the new building on DVD they need to be protected.

Hrosko said last week he was sent a petition by Stephen Mitchell for Woodmont Plat III lighting district. Attached to the petition was an installation of four 100 w street lights on fiber glass poles. Toledo Edison now charges for the installation of the poles and lights where before they just put them up. The cost of the installation of the poles and lights is \$6,581.11. The projected kilowatt usage for the year is \$104.00. Hrosko said he told Mr. Mitchell that it would be up to the Trustees to decide if they wanted to put that installation cost out as an assessment for a given period of time along with the cost of the usage. The Trustees also could decide the installation cost is a development cost and Mr. Mitchell should pay for that. After discussing the cost and lighting options it was tabled until next meeting.

Hrosko said he receive the e-mail from Mack on the train horns Mr. Burkett sent. Britten said he was going to call Gillsdorf when this meeting is done on this and see if he is interested in coming in. Maybe this can be worked out for the next department head meeting.

Hrosko then mentioned a letter that was received from the Heights Association asking for a support donation of \$5,000.00. The Trustees asked when the last time the Township gave them a support donation; Becky Johnson was asked to look it up. The last time the Township sent them a support donation was in August 2007

and was for \$5,000.00. The Township still plows and salts the center parking lot and drive. No decision was made on this.

Hrosko showed the Trustees a picture of the jackets being ordered for the employee Christmas gifts. It is a three season jacket with the Township logo on it. Violi will send out a memo with how the sizes run so each employee can order their own size. The Department Heads need to get the sizes back into the office by Friday 11-12-2010.

LaHote said he received a letter from Prevention Partners asking for volunteers to attend their meetings. Mack said that we never receive any reports from them on what they are doing. Hrosko will call them and get further information on this.

Office: Shirley Haar asked the Trustees to approve a PO not to exceed \$3,000.00 for the Christmas Party made out to Holiday Inn. **Britten made a motion (seconded by Mack) to approve the PO. All Yes Motion Approved**

Haar asked the Trustees to approve a PO in the amount of \$4,014.00 made out to TMACOG for our 2011 dues. **Mack made a motion (seconded by Britten) to approve the PO. All Yes Motion Approved**

Haar gave the Trustees copies of the 2011 Holiday schedule and Meeting schedule to look over. She mentioned that she would have to correct the holiday one as it is missing Veterans Day. She asked the Trustees to e-mail her any changes they would like and said she will bring this back up Monday night.

Gary Britten – said he received a paper on the private ditch clean out on Dowling Rd being done through the Wood Soil and Water Conservation District. The Township has a couple of parcels there that we are responsible for. One parcel is \$11.21 and the other is \$36.04. They would like the check made out to the Wood Soil and Water Conservation District. **Mack made a motion (seconded by Britten) to approve paying the invoice. All Yes Motion Approved**

Haar said she forgot to mention that the credit cards must stop being used by 11-12-2010 because of the way the end of the year billing cycle runs. Stribrny asked if they could still be used by writing a vendor specific PO for Fifth Third Bank. Haar said she would have to do some checking on this and let him know.

Britten said that we need to get a policy with a Resolution on when FMLA starts. The policy needs to state when leave starts and how it is handled. Britten said the standard seems to be to start it when the incident happens. Gottfried said the person would be able to exhaust his/her vacation, sick leave, comp time and everything, then it would kick in if there isn't a written policy stating otherwise. Hrosko said he will check with Clemens and Nelson on this.

Garn said the Trustees might want to read the section on the PUDs and on corners lots before the hearing Monday night.

Stribrny asked Britten if he had read the Ohio Township Magazine yet. Britten said he had not yet read it. Stribrny told him to read the article on Townships setting weight limits on township roads. This will be discussed at a later meeting.

Mack made a motion (seconded by Britten) to adjourn into executive session for employee hiring, and real estate. 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

Solicitor Celley said on the issue with the RTID bonds and the proposed modification of the Trust Agreement, he recommended the Trustees approve it. The way it has been explained to him is the bonds are coming due and there is no money to pay them. The RTID Board recommended that the bonds not go into default by extending the date to 12-01-2015. **Mack made a motion (seconded by Britten) to approve the extension predicated on final approval as to form by our Attorney Grassbaugh. All Yes Motion Approved**

Hrosko asked when the Trustee can meet with the Department Heads for review of their proposed 2011 budgets. Mack will meet with Gottfried on the Maintenance budget on 11-22-2010 @ 10am; Britten will meet with Garn on the Zoning budget and the Police department on their budget the week of 11-15; LaHote will meet with Dimick on the Fire budget and Brice on the EMS budget on 11-22 @ 10am

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

Shirley A Haar –Fiscal Officer

Craig LaHote – Chairman