

Minutes of Department Head Meeting November 22, 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 Solicitor Celley arrived at the end of the meeting.

Zoning: Grant Garn said he had no report. LaHote asked Garn if there had been any follow up on the notices that had been sent. Garn said the information was sent to Solicitor Celley who said he will send them out a few at a time. Britten said he was concerned about spending so much money on legal fees for nuisances and that we should try to do more of it in-house.

Fire: Chief Dimick asked the Trustees to approve a PO, made out to Fire Safety Services for flow testing the air packs. He said we have a total of 47 packs and the testing is \$65.00 per pack; for a total of \$3055.00. He asked for there PO to be made for \$3255.00 to allow for misc. parts that may be needed. **Britten made a motion (seconded by Mack) to approve the PO. All Yes Motion Approved** Dimick said that at the next Trustees meeting he will be asking for approval to purchase 12 sets of turn-out gear at a cost of about \$18,000.00.

The last thing Dimick asked was for permission to dispose of a bunch of junk that is not useful for anything and was found at Station II when they were cleaning it out. **Mack made a motion (seconded by Britten) to allow Dimick to dispose of the junk. All Yes Motion Approved**

EMS: Deputy Chief Brice – absent

Maintenance: Kraig Gottfried told the Trustees he received a bill from the City of Perrysburg for \$937.70 for the video taping of Lake Vue Dr. This was discussed at a meeting Gottfried went to at the City but it was never mentioned that the Township would be billed for it. **Britten reluctantly made a motion (seconded by Mack) to approve a “Then & Now” PO for \$937.70 to pay the City. All Yes Motion Approved** The Trustees were not happy about paying this.

Gottfried said at the next Trustees meeting he would be asking for approval of a PO for our 2011 Storm Water Coalition Dues in the amount of \$2,043.00.

Gottfried asked the Trustees to allow him to purchase some sweatshirts for the crew. He hasn't bought any new ones since last season. **Mack made a motion (seconded by Britten) to allow the purchase. All Yes Motion Approved**

Gottfried mentioned that GovDeals does an excellent job of promoting our equipment we have for sale. They put it on the web and in two magazines. He mentioned that the dump truck we just sold is not going to Arkansas but to Alaska. Gottfried brought up the issue of hiring someone to replace Ron Bloomfield. After some discussion it was decided it would be best to advertise the position, even though it was agreed upon that the part-time employee we have would be a good choice. Gottfried said he would be looking for someone to be on the road not for the shop. The Trustees asked Gottfried to provide them with a list of the part-time plow drivers we have.

Britten mentioned that at Belmont Lake and Ford Rd. the pavement is breaking up. Gottfried said he was aware of it and they would be working on it.

Police: Chief Stribrny told the Trustees that with the exception of a couple of officers, the taser training is complete. He said several people (dispatchers and Fire/EMS personnel) other than police officers took a hit so they would know what they could be dealing with. Stribrny said he needs to update his “use of force” policy to include the tasers and wanted to know if he should send it to Clemans & Nelson or Solicitor Celley for review. He was told to send it to Celley for his review.

Stribrny told the Trustees he has a Labor Management meeting tomorrow and they will be discussing the issue of new rifles. He will bring this back to the Trustees at a later meeting.

Stribrny said he has a brochure on the new Ford line and it is possible that some of our after-market equipment will transfer over to the new vehicle line.

Stribrny then asked the Trustees to approve a vendor specific PO for Fifth Third bank in the amount of \$4,000.00 so he can continue to use the credit card.

Britten made a motion (seconded by Mack) to approve the PO request. All Yes Motion Approved

Stribrny asked for an executive session for matters required to be kept confidential (medical issues) and employee discipline

Recreation: Bob Warnimont said that he picked up a book at Solid Waste that was supposed to have been sent to the Township. In it is a Resolution for the Solid Waste program for next year. Solicitor Celley looked at it so Warnimont will present it at the next meeting for approval.

Warnimont said he finally received his park grant for the concrete pad for the shelter house. It is in the amount of \$9,856.00 and the work will be done in the spring.

Warnimont asked for an executive session to discuss real estate (possibly for a park).

Warnimont then told the Trustees that he was told that next ball season he can no longer use stone but must use “athletic soil”. He said he will be researching this.

Assistant Administrator – Rosanna Violi thanked the Trustees for allowing her to go to the Administrators conference in Columbus.

Violi then mentioned that there is now a folder on Becky Johnson’s desk (per her request) for all incoming correspondences when she is not at her desk.

Violi then said the newsletter is about 60% completed and will be on the web site on the 29th. She asked for any information on the feather party and if any pictures were taken. She was told they had a pretty good crowd this year and it was better than last years. However to Dimick’s knowledge there were no pictures taken.

Violi said if anyone had any ideas or information for the news letter to please get it to her.

Violi asked what the money raised at the feather party goes for and Dimick said it goes to the Fire Organization and is used for education and training.

Violi made a suggestion to put the Township web site on the Township vehicles. This will be looked into.

Next Violi explained that there was a slight error in the stop sign resolution the Trustees passed and signed but it has now been corrected. She asked the Trustees to re-sign the resolution and they did.

Violi said with a couple of retirements coming up, the issue of retirement gifts has been being discussed but the Township does not have a policy on this. There should be a policy stating what the standard value of a retirement gift should be. Stribrny was asked what the value of a duty weapon is and he replied that it is in

the \$450.00 range. He also stated that an officer who is retiring buys the weapon for a dollar and that the badges they are given is old ones or bought from donations to the Police department. The Trustee would like Haar to check with the State Auditor on gift giving and any limit on the cost.

Violi told the Trustees that we need to get some signs that are more visible for the Zoning Department and for the door being used by Operation Breadbasket. She was told to get some prices.

Violi said she gave the Trustees a complete inventory list of all Township vehicles. Next Violi said she made up a spread sheet of the demolition quotes for the three properties. She said Solicitor Celley did call her and said that there is some contention on the property on Fremont Pike. The owner is adamant he does not want the structure demolished. After multiple notices since July, he now comes forward and wants to save the property. Violi said she doesn't know what will come of this but if Celley comes in the Trustees can get more information from him. On the other two properties we can go ahead as planned. Violi asked the Trustees to look over the quotes and let her know how they want to proceed.

LaHote said it looks as if the quotes are a mixture of different prices for different thing and some are bid together. This will make it hard to decide who is the best and or lowest. Britten asked if they gave Violi bonding and insurance information with the quotes and she replied they had. Violi said a lot of the contractors called and she did tell them this is not a bid procedure but can be awarded to whomever the Trustees would like to do the work. Solicitor Celley said that this is not required to be bid but given to the contractor the Trustees feel is best to do the work. Celley than said he might be getting something worked out with the people who own the place on Fremont Pike. He said we should know this in a couple of days. Celley also said that on the demolition the contractor will have to show the cost per property for billing and taxing purposes. After some discussion it was decided to accept the quotes as read today and table awarding them until December 6th. **Britten made a motion (seconded by Mack) to accept the proposals as presented today and table awarding the contract until the meeting on the December 6th meeting @ 6:15.**

Administrator: John Hrosko asked for an executive session for employee discipline and possible or pending litigation.

Hrosko told the trustee he gave them copies of the health insurance proposals and we are looking at a 53% increase partially due to six or seven claims over \$100,000.00.

Next Hrosko mentioned that on the lighting district for Woodmont Plat III, which we discussed a couple of meeting ago, the County Auditor has said we probably cannot pay for the installation of the actual poles. The Auditor will get back to Hrosko with a ruling on this and Hrosko will call Steve Mitchell and let him know. Hrosko then said Mr. Mitchell is probably going to opt out of putting in the lights at this time anyway.

Office: Shirley Haar showed the Trustees an example of a proposed logo for the jackets. She said the man from Arrow came in Friday and said he thought the 3 inch logo was too big for the jackets. It was discussed that the logo on the wind jackets two years ago was 2 inches and that seemed to be a good size. Hrosko will call Arrow and let them know to go with the smaller size logo.

Next Haar said that last week she and Becky Johnson were doing some reorganizing and came across 33 extra large wind jackets from two years ago and 22 gym bags from last year. Haar said they though we should do something with

them and they came up with the idea of giving them away at the Christmas party. She said Britten stopped in the office Friday and they ran it past him and he approved of the idea. It was discussed to hold back one of each for a give-away at the fair in August. It was also discussed to offer them up for sale to the Township employees before the party. **Britten made a motion (seconded by Mack) to offer to let the employees buy the bags and wind jackets prior to the Christmas party at a cost of \$21.11 for a jacket and \$25.34 for the bag; then what is left for the Christmas party will be given away by a drawing of the people attending the party. All Yes Motion Approved**

Gary Britten – brought the issue of employee evaluations and said the trustees need to complete them. It was decided that the Department Head meeting on December 13, 2010 will not be held but an executive session meeting will be held for employee evaluations.

Britten said he needed an executive session for real estate and personnel hiring (police chief).

Bob Mack – said at their recent RTID meeting the County Engineer brought up an idea for some of our state funding we receive for the RTID. If we do not go ahead with this project correcting Lime City Rd. in conjunction with Rossford and Penta or even if we do, there will still be some potential resources available to jump on the bridge on Bates Rd. over Grassy Creek. That bridge is on his list of bridges that need attention in our county. A RTID grant would move the bridge to the top of the list. That bridge causes drainage problems, is narrow, and is in an area that needs paving. Mack said he asked Mr. Huber if, since the road would be closed if he was to do bridge work and we put a lot of attention on Bates road, would it be cheaper to repave it while it was already closed? He said as a township we would save a lot of money plus it would be much more convenient for the people who use that road. Mack said if we decide to prioritize Bates Rd. this will impact Gottfried's budget so it is something we need to think about sooner as opposed to later.

Mack said he saw the back-up on 795 that people are talking about. It was about 4:30 (peak time) and traffic was backed up past the turn lane to make the u-turn at the corner. He said the ideal solution would be to route traffic from Cedar Park to Oregon Rd.

The meeting was interrupted for a short break in order for Bob Mack and Craig LaHote to have a New Bellville Cemetery meeting and for Gary Britten and John Hrosko to meet with Mr. Vetter on the New Safety Building's issues. The Trustees returned and Solicitor Walt Celley joined them.

Britten made a motion (seconded by Mack) to adjourn into executive session for employee discipline, employee hiring; for matters required to be kept confidential (medical issues), contract negotiations, real estate and possible or pending litigation. Further business will not be conducted. All Yes Motion Approved

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