

## Minutes of Department Head Meeting January 25, 2010

### 8:00am Meeting called to order by Craig LaHote

**Roll Call:** Mr. LaHote, Mr. Britten, Mr. Mack, Mrs. Haar, Mr. Hrosko, Chief Stribny, Chief Dimick, Deputy Chief Brice, Kraig Gottfried, Grant Garn and Robert Warnimont.

**Old Business;** Hrosko mentioned that he pulled the policies that were written but never passed from last year and will make sure the Trustees get copies of them. We can discuss this at a future meeting.

On the issue of the Finance/Audit Committee, Haar will ask the State Auditor to clarify how many people should be on it, who should be on it and how often they should meet. She will report back to the Trustees at a future meeting soon.

**Recreation:** Bob Warnimont told the Trustees he has money to spend in solid waste and he had an idea to possibly purchase a closed in trailer to gather cardboard in for recycling. He also is considering the purchase of a second leaf vacuum which would come in handy in fall. He will report back on this at a later meeting.

Warnimont said that Meijer's donated to the foundation gift cards to be used for food give away. So far he has purchased \$1,600.00 of food.

**Police:** Chief Stribny told the Trustees he has a quote for carpet in the old EMS area the Police have taken over. Lowe's quoted a cost of \$1,254.10. This will come out of the town hall budget. The Trustees told him to go ahead and order it. Stribny said they had a major special operation event last week with law enforcement from multi jurisdictions participating. He provided the officers with some food and drinks at a cost of just under \$120.00. With the Trustees' permission this is being taken out of the Police other account.

Next Stribny told the Trustees he has started lying out, on paper the furniture in the new area. He has a couple of designs and is putting together quotes for them. This is in his 2010 budget. He is moving the Detectives out of their old offices into the new area (formerly occupied by EMS). The Detectives' old area will then be used by the Sergeants. The Sergeants' old area will then become a locker room. He is also looking at getting rid of the old, mismatched and worn out chair in the public areas and replacing them with stackable and washable chairs. On the same note he is also going to replace the desk in the squad room because it is falling apart. He has one state purchase priced quote, but the Trustees would like him to get another quote to compare to.

Stribny said he has a lot of records ready to destroy and is being cautious to ensure we are doing it properly. These are records from 1973 forward and are not of historical value. On a couple of things he has questions on how they should be handled and will get hold of Robert Schultz. Once everything is good to go Warnimont along with the man who needs community service will put them through the shredder. The shredded up material will then be taken to the recycling center and recycled.

Stribny said he talked to Gottfried about a request from some of his officers. They would like, the next time the stripping company comes in, to have the area in front of the Police bays marked. Gottfried said Warnimont wants the parking lot over at Station II marked, so he will have both done at the same time.

Stribny said he will be gone from January 30<sup>th</sup> through February 6<sup>th</sup>. Hrosko will handle anything he has for the February 1<sup>st</sup> meeting.

Hrosko asked Stribny if he wanted to mention an email (copy in file) from Pat Bacon (City Administrator of the City of Northwood) regarding a meeting at Lake Township on Regional Dispatching. Stribny said he told Hrosko he didn't have a problem meeting with them but reminded him that the past wishes of the Trustees was to leave dispatching alone. Hrosko said he brought it up to see if the Trustees wanted them to go. Britten said it might not hurt to go and listen but we should let them know upfront we have spent a lot on money on our dispatching center and we are not interested. Brice said that a couple of years ago he and the Fire Chief met with some entities on this. Some were interested but others were not. He said he was willing to go and listen but was not on board with it. After a brief discussion of how other entities are doing this it was decided they would attend the meeting.

**Fire:** Chief Dimick told the Trustees he is gathering up more stuff to put on GovDeals.

**EMS:** Deputy Chief Brice – no report

**Maintenance:** Kraig Gottfried told the Trustees that GM sent the maintenance department a \$500.00 gift card for Lowe's because we purchased a new GM pick-up truck.

Gottfried said that Haar received a service maintenance contract from Waste Management and gave it to him a few weeks back. He did some checking and it was originally signed back in 1995 for the dumpsters at the Trustees office and the maintenance department. Currently we are paying \$126.00 for an 8 yard dumpster dumped one a week. He said if you do not sign these and send them back in they automatically re-up you. Hrosko said that you have to do it so many months ahead and Gottfried said that was true. Gottfried said he checked with Modern Disposal and they can do the same 8 yard dumpster dumped once a week for \$87.50. The dumpster at Maintenance is up the first of February. Britten said you have to give them 6 months notice to cancel. Gottfried said that when he talked to the person at Waste Management they said they are very flexible and if we call them they would probably take them out of here. Gottfried gave the papers to Hrosko and said he would like his changed if possible. Also we can check and see if the Trustees can be cancelled also. LaHote said we should change as soon as we can.

Gottfried said that ODOT has new standards for road signage and has given the Township seven years to get them up. Gottfried has this in his 2010 budget. He said this is a good time of year to start this before roadside pickup and brush pickup. He said they have started replacing some of them already and plans to have them completed before spring. It was discussed where the signs are to be put and what signs are our responsibility. Gottfried said he has not received a bill from Safeway Barricades yet but feels it will be too much for his blanket PO. Monday night he will be asking for a vendor specific (Safeway Barricades) PO to cover the cost of the signs.

The last thing Gottfried brought up was the purchase of a tire changing machine & balancer. He has one quote so far and is waiting for another. He is hoping to have this for the Trustees in the next couple weeks. This also is in his budget.

**Zoning:** Grant Garn told the Trustees he had an application (copy in file) for an alternate to the Zoning Commission. His name is Richard W. Kelsey and he is a township resident and a civil engineer. He currently is semi-retired from Rudolph

Libbe Inc. Bob Mack said he knew the man and he would be a very good choice. Garn said he wondered if a person was retired from a company such as Rudolph Libbe and an issue came up with them, would he have to recuse himself. Britten said he probably wouldn't have to but it would be a good idea too.

Garn asked where we are at with the scanning. LaHote said that on the scanning we need to get with Meyer Hill Lynch and get them to work out what we need to do for the servers and the scanning and get the specs ready to bid out.

Garn said we have a potential nuisance case. Garn said he sent the man a letter and they came in and talked to him. They requested to speak to Britten. Britten said he has not had the opportunity to talk to him yet, but he will. Garn said they have contacted an attorney. Britten said we have had a lot of complaints from the neighbors. Garn said the man said he had some complaints of his own and Britten said that he would have to put them in writing just as these other people have. Britten said we want to make sure we are doing everything right but we need to expedite this as quickly as possible following the timetable.

**Administrator:** John Hrosko asked the Trustees to pass a motion to rescind the 2010 budget they passed at the last meeting. This needs to be done because of changes in the revenues will impact the expense side of the budget. We need to rescind it and get all the numbers to jive and then pass both the revenues and expenses for 2010. Britten said he was wondering how we could spend money before we knew how much was coming in. He said he was at a loss why we passed it. He also said he was at a loss why this wasn't done sooner as we have had the budget stuff out since June or July. It is just the best guess estimate after looking at the two previous years. We will then review the budget mid year to see if we need to make any adjustments. Hrosko said he thought it was because in other years the office did it all and this year the Department Heads were asked to do their own. Hrosko also added that in past years, long ago, they just passed the same thing year after year. Now the process is different than it used to be. Britten said we need to do this in a timelier manner and do a better job of doing the budget. This has to be a group effort and everyone needs to work together to do it and do it right. Haar said the office discussed that next year we would like the budget completed by the first meeting in December. It can then be passed as a tentative budget. Then any minor changes to the budget can be made in December, so it can be passed at the first meeting in January. Britten said the Trustees need to put their thumbs down and get the budgets done and done right. **Britten made a motion (seconded by Mack) to rescind the 2010 budget passed at the January 18<sup>th</sup> meeting. All Yes Motion Approved**

Hrosko said that there was a typo in the Police Levy Resolution passed last meeting and asked that the trustees sign a corrected copy. The Trustees signed it. Hrosko said the locks at Station II have now been changed. This was done because there are too many unaccounted keys out for the building. The Trustees are trying to cut the expenses down on the station by controlling who goes in the building. The Trustees talked about shutting it done completely but decided to try this way first. Brice said he couldn't figure out why the heat bill is so high because it always seems cold when he goes over there. Britten said the keys are "Do not duplicate" keys and so far we only have 4. Maintenance, the Fire Chief and the Trustees office will all have one. The last one will be put on a Knox box for safety. Along that thought, there will be a Knox box installed on the Trustees building to get in compliance also.

Hrosko said he received a letter from Patrolman Aaron Lentz requesting an extended additional leave until February 28, 2010. Patrolman Lentz is off work due

to injuries sustained in an auto accident. Hrosko read a letter he wrote (copy in file) that said the Trustees reviewed his request for leave, and realize his fellow workers have contributed sick leave to him to use to take him to the February 28<sup>th</sup> return date. The letter also states that if for some reason he cannot return on that date the Trustees reserve the right to review any other request for leave extensions.

**Britten made a motion (seconded by Mack) to approve the extended additional leave until February 28, 2010 and to have Hrosko send Patrolman Lentz the letter signed by the Trustees. All Yes Motion Approved**

Hrosko said he had a company called Cover All come in so he could get a quote for cleaning and sanitizing the Trustees building. Once he gets the quote he will bring it to a meeting.

Hrosko read some up coming meetings he has.

**Office:** Shirley Haar – no report

**Mack made a motion (seconded by Britten) to adjourn into executive session for Pending Litigation. No further business will be conducted. All Yes Motion Approved**

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

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Shirley A Haar –Fiscal Officer

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Craig LaHote - Chairman