

Minutes of Department Head January 12, 2009

8:00am Meeting called to order by: Bob Mack

Roll call: Mr. Britten, Mr. Mack, Mr. Hrosko, Chief Stribrny, Chief Dimick, Deputy Chief Brice, Kraig Gottfried, Grant Garn and Robert Warnimont
Mr. LaHote was absent

Maintenance: Kraig Gottfried gave the Trustees an update on the salt situation so far this year. We have used 500 tons out of the 1600 tons we were allotted this year. He was ordering up 300 tons today so that would put our usage at 50%. Next Gottfried said our new snow plow truck down at Gledhill is ready to go to the paint booth so we should take delivery on it in the next couple of weeks. The last issue Gottfried brought up that he is receiving a lot of complaints from residents and businesses on Glenwood road about the Wylie trucks. They are hauling dirt back to their home yard and getting mud all over the road. Although they take a scraper along the road it removes only a portion of the mud. The road is posted "no thru trucks" but they are not going thru they are only going to their yard. Stribrny said there is no weight limit on that road and the Highway Patrol will not touch that issue. Britten said we should look at the new nuisance rules under Home Rule and see if there is something there we can do. It was discussed that law enforcement is well aware of the Wylie trucks and how they are told to operate. Stribrny said his officers are told to watch all the trucks for violations. Mack said he would write Tom Wylie a letter concerning these issues.

Fire: Chief Dimick asked the Trustees for a short executive session for personnel discipline.

EMS: Deputy Chief Brice told the Trustees that the Fire Department's new fire truck should be finished soon. They were striping and lettering it last week. Brice said that sometime by the end of the month he and Chief Dimick should be flying to South Carolina for the final inspection on the truck. Brice said he was told we should get close to \$40,000.00 in penalty charges but will believe that when the check has cleared the bank. Mack said we should be sensitive to signing off anything until we have the check. Britten agreed and added we might need a letter we can hand deliver from our attorney to let them know we are expecting reimbursement on the penalty end of it.

Police: Chief Stribrny told the Trustees the Police Department is will be doing a change in policy for the use of force and a change in policy on pursuits. This is because our current policies are out of date. He will make sure the Trustees see the new policies.

Stribrny told the Trustees that Tuesday night he will be making out a PO request for yearly contract for Norris at a cost of \$22,150.00 and then he will also include the licenses for the in-car computers which is \$375.00. Stribrny asked the Trustees to keep in mind that we are getting 3 more in-car computers, so we will also get a new bill for their licenses. Stribrny said he has checked with other companies on their programs but have found none that are comparable with Norris's. Next Stribrny told the Trustees that the new Detective schedule he talked about last week maybe on hold. He gave the Trustees copies of the proposed schedule to look at. Stribrny said he would need to figure out how the Holiday schedules can be figured out. Britten said if this is something that Stribrny thinks is going to

happen it really should be run by Gary McBride (labor attorney). Stribrny there is going to be a change in the Detective Bureau. He said he just did the interviews last week. We will just taking someone off the road and putting them in the bureau. Also he is worried about some medical leaves coming up with his officers.

Stribrny then added that Detective Gottfried has talked about going back on the road and this has to be confirmed. If she does go back on the road, Stribrny has two people who will step in and if she stays he will only have to pull one officer off the road.

Stribrny asked if they had a chance to review the letter written by Ms. Gibson on Ducksberry and is there anything he is supposed to be doing other than monitoring the area? Britten said it has been an ongoing thing and that the proper signs are there. He also said he didn't know of anything else we can do. Brice said the fire department went out and they didn't see any violations.

Stribrny told the Trustees that just for their information, last year the Police put 417,359 miles on their vehicles.

Next Stribrny asked if the Trustees had given anymore consideration about replacing the officer who is retiring. Stribrny said he felt it was very important to replace the officer. Britten said the three Trustees will talk about it again. He said he really went over his budget and was able to cut another \$27,000.00 out of it and is trying to cut back on overtime. When he put the budget together last June he had dropped \$500,000.00 out of it then. He can only cut back so far without compromising safety. A couple of considerations to reduce the budget are to not replace the canine unit and not rehire the school crossing guard in fall. The crossing guard is crossing mostly City children and maybe in a completely annexed area next year anyhow. Britten acknowledged Stribrny's efforts and said it satisfied him.

Stribrny said that going back to the detectives; it is a possibility Todd Curtis will become a new detective. Currently he lives in Belleville but is trying to sell his house. If he is assigned to the Detective Bureau he was told he will not be allowed to take his car home even when on-call.

Stribrny asked the Trustees again if they have given any more thought to the part-time dispatches wages. Britten said they have not but must get to it soon.

Stribrny asked for an executive session for personnel wages.

Recreation: Bob Warnimont gave an update on Operation Breadbasket. He said they ultimately helped 122 families this year and everything went well. Warnimont told the Trustees that this is one of the rare months where the food give away, which is the second Thursday of the month, is this week and the senior food give away, which is the second Wednesday of the month, is next week..

Warnimont said he is having problems with the old leaf blower (this is used even in the winter for light sidewalk snow). He asked the Trustees to let him start pricing a new one. He said Steele has state prices and are good products. The Trustees told him to go ahead and get prices.

Zoning: Grant Garn told the Trustees the Perrysburg Township Comprehensive Plan & Zoning Resolution Selection Committee will meet tonight @ 6:00pm immediately following the Zoning Commission election of Officers. Hrosko said he would attend the meeting.

Garn told the Trustees he came up with an old paper for them to look at on zoning the un-zoned area. The paper (copy in file) is an outline of the timing of putting the issue on the ballot.

Grant then told the Trustees in the Ohio Revised Code there is a law that say “No person shall place any earth or mud upon any portion of the highway or build a fence on it. Each day is a separate offence.” This is a third degree misdemeanor and fineable. Garn said that might help in the Wylie case. Stribrny said the problem with that law is the prosecutor will not file against somebody for getting dirt/mud on the road. The law was meant for actual placement of material on the road.

The next issue Garn brought up was a meeting with Keith Feeney (fire inspector), Paul Skaff (attorney) and himself on the issue of vacant residential properties and if they can go on them to inspect them. Britten asked if there is a problem with them meeting Paul Skaff since we are now under Home Rule and he is not under contract. Hrosko said he did not think this creates a problem.

Garn next reported that on Wednesday (1-14) he is meeting with Goodermont on scanners. Hrosko said they are also getting a second bid from MT.

Administrator: John Hrosko told the Trustees he put a thing from Rossford in their mailboxes concerning trash pick-up. Hrosko said that not getting into their numbers, it is a pretty hefty sum to pay to get into trash pick-up. He said if they still wanted to pursue it he could. If we decide to get numbers from the trash companies, there is no way you can prohibit a carrier from coming in the Township or a resident from getting their own company.

Hrosko reported he hasn't done anything about the new phone system yet and he needs to talk to LaHote on it. On the Solicitor, Hrosko said he was leaving up to the three Trustees to guide him in that matter. Hrosko went on to inform them that Sharon Kerr was typing the First Solar grant papers this morning so they can go down to the ODOD to be processed. Next Hrosko said he put the purchase price for Computol block time in their mailboxes for consideration and will bring this up at Tuesday night's meeting.

Hrosko said that there have been some changes to FMLA (Family Medical Leave Act) and he will attach a copy of them to all the employees' checks.

Next Hrosko said that Jeff Buerer from Vetter was coming in today at 9:30 to discuss some change orders.

Hrosko asked for an executive session for the personnel health savings contract we are trying to negotiate.

The last thing Hrosko mentioned that the budget has to be passed at Tuesday's meeting.

Office: Shirley Haar asked who wanted to go to the TMACOG meeting and dinner on January 29th so she could register them. Mack, Garn, LaHote and Hrosko are going.

Haar said she received a letter from one of the Police officers concerning exemption from Fringe Benefit tax (copy in file). While it was a very well written letter Haar questioned if it was valid so she sent a copy of the letter to Amy Myers (an IRS agent). Ms. Myers replied back in an e-mail (copy in file) that while it was a great statement it does not matter if they wear the clothing outside of work or not. If the clothing is adaptable to everyday wear, it is a taxable fringe benefit. There was a problem on the taxable fringe benefits concerning maintenance. Some of the employees were taxed too much in 2008 due to miscalculations on the uniform bill. The correct amount has been calculated and Haar is meeting with their reps Wednesday to work it out.

Gary Britten: Britten said we need to start thinking about if we want to address the corner of 20 and Thompson, as far as a turn lane there, before Gottfried spend all the road money for 2009. This is something that is needed and we should look at it before Speedway builds. Garn said they (Speedway) have a new contact person but that person is only temporary. He went on to say that a man named Pete Allicy who lives here would be a good person to contact. Garn also mentioned the phone company or someone has a lot of boxes in that area. Britten said we should get Crummy to stake the right away (he is the new project manager). We need to find out where they right away is first. Garn said Speedway has been very gracious and agreed to pay ½ (\$3500.00) of the traffic impact study that was done. Garn said he is going to send a copy of the plan that was drawn up for that area to Speedway. Warnimont asked who sets the length of time for the red lights and was told this is controlled by ODOT.

Grant Garn mentioned that Rosanna Violi is working out very well. He said that Rossford is looking to hire an intern and wanted to know if we would pass on the list of candidates we did not choose to them. Garn was told that is public information and to pass it on. Garn said he would and would also contact the candidates and let them know Rossford may contact them.

Britten made a motion (seconded by Mack) to adjourn into executive session for personnel discipline, personnel health insurance, and personnel wages and compensation. Further business will be conducted. All Yes Motion Passed

Britten made a motion (seconded by Mack) to adjourn out of executive session and go back into regular session. All Yes Motion Passed

Jeff Bauer from Vetter arrived. Mr. Bauer passed out the list of change orders on the new building (copy in file). Mr. Bauer said previously the Trustees have approved \$51,478.78 in change orders through #3 (copy in file). Mr. Bauer said what we are up against today is general condition change orders and some various structural modifications. Today Mr. Bauer brought with him an additional \$48,429.92 in changes (copy in file of changes). One of the changes involves a request to put new ceramic tiles and refinishing the floors in the police lobby. This is something that has to be done. The cost for that change would be \$7,233.00 for the contractor's sub Lakeside to do this. This price includes turtle tiles on the slope to the fire department. Also in the prices today is the installation of ice guard clips on the roof at a cost of \$4318.00. The building currently has snow guards on the metal roof but the addition of ice guards would make it even safer in bad weather. Mr. Bauer then went on to mention that Premier Fire Protection needs to re-locate a wet sprinkler pipe that will be in the way. The cost to that is \$700.66 and has to be done while the building is still being constructed. Mr. Bauer went on to mention Dimech has to add some dampers at a cost of \$313.00 and Romanoff has to relocate a panel in the police station at a cost of \$4,488.92 but we have a credit with them of \$2,400.00 making that change a new cost of \$2,088.92. The changes were discussed by the two Trustees, Chief Stribrny and Mr. Bauer. It was decided to study the paperwork on the changes and table this until a later meeting. The Premier change is time critical and Mr. Bauer asked the Trustees to approve it today. **Britten made a motion (seconded by Mack) to approve the Premier change order and to table the rest for further study. All Yes Motion Passed**

Brice said the furniture was kept separate in order to save money and avoid the contractor's mark-up of 10 to 15%. Initially they went through everything that was originally specked for the station and were almost able to cut out \$100,000.00. The original quote was \$250,000.00 and they got it reduced to \$167,000.00 but it has inched its way back up to \$195,500.00. Mr. Bauer gave the Trustees a copy of the revised furniture, fixtures & equipment revisions (copy in file).

Britten brought up that there was an addendum made in the bidding process and told Mr. Bauer he would like him to get with Spieker and get a copy of the bids that were submitted. Britten said he had a contractor tell him he did not have that in his bid form and he would like to see if it is in there. Britten said he wanted to see all them that were submitted for the garage doors. The contractor told Britten that if he would have known they were going down from 100,000 cycle to 50,000 cycle, he would have gotten the job. Mr. Bauer said the way that works, because he is a sub-contractor, he would have had to either register as a prime, which would have put him on the list to get the addendum. This is clearly stated in the bid documents and it also states that if they do not register they will not receive all the addendums. More than likely he did not register as a prime so what he had to have done is relied on his prime contractor to send that information to him. Britten said that then he would have not gotten that addendum if he did not register as a prime and Mr. Bauer said that was correct. Britten said he would talk to him and find out if he registered and if he did not than that would clear it up. Mr. Bauer said it would be impossible on a job as large as this one to reach everyone so they make sure the General contractor and all the primes registered receive the addendums. Then when the bids are read back if there was an addendum they have to mark on that addendum form where it says "yes we acknowledge receipt of addendum number one, two three and four" or however many there are. Mr. Bauer then checks that to make sure they acknowledge that.

Mr. Bauer said getting back to the furniture it is best to go through state contract to get the prices than through the contractor. The price of \$195,500.00 includes lockers, the recreation room, chairs, beds, blinds, desk tables, EMS racks and supplies and etc. Brice said that a lot of the stuff being bought, such as the mattresses and lazy boy chairs, is stuff that would have to be replaced anyhow and they are making do with until the new building is completed. Brice said that a lot of stuff can be held off on right now but the lockers and gear racks are time sensitive. Spieker has setting the lockers and racks in the original bid so there is no additional cost with them. As it takes time for these to be ordered and delivered, they should be acted on soon. The furniture itself can be bought on state contract so the Township can use local folks. Mr. Bauer said he would like the Trustees to move on the lockers and the gear lockers today if possible. The lockers being bought are under state purchase price but have to be ordered in. Britten asked if Dimick and Brice are happy with the proposed lockers and they stated they were. **Britten made a motion (seconded by Mack) to approve purchasing the lockers and gear lockers at a cost not to exceed \$57,500.00 from either GearGrid or Gunthier Ready Rack under state bid. All Yes Motion Passed**

10:35 Britten made a motion (seconded by Mack) to adjourn. All Yes Motion Passed