

## Minutes of Department Head January 26, 2009

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

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

**Fire:** Chief Dimick told the Trustees he was going to bring two volunteers to the Monday night meeting for their approval.

Dimick told the Trustees that the Fire Department's new fire truck should be finished soon. They had to replace two manual line valves with two electric line valves. The pump house got too crowded with the manual valves so they are replacing them for free with the electric valves.

**EMS:** Deputy Chief Brice said Owens Community College in their Emergency Management program has requested to use Perrysburg Township as a clinical site. Brice said they are in favor of it just as they have done with other educational institutions. We have always had an agreement with them that they have liability insurance and things like that. Brice said he has a contract from them that he, the Chief, and Hrosko have reviewed and found no problems with. Brice gave the Trustees copies to read. It appears to be the same as last years contract with MUCO and the Trustees saw no reason to send it to an attorney for approval.

**Britten made a motion (seconded by LaHote) to approve having Brice sign the contract. All Yes Motion Passed**

**Police:** Chief Stribrny explained to the Trustees he would be receiving some paperwork from Motorola on their 2008 and 2009 annual service contracts. He said he did not receive the 2008 contract from them and neither did Fire or EMS. They did perform work for us during that period so we will have to pay both the contracts. Stribrny said they hope to have the information in time for Monday night's meeting.

Stribrny told the Trustees he will be on vacation for a week starting 1-31-2009. Stribrny then told them he will be attending a PELK refresher training seminar on "Leadership and Management in Law Enforcement; Past, Present and Future" in Columbus on February 19 & 20<sup>th</sup>. There is a \$150.00 fee and he will take it off his training PO.

Stribrny said the donation check he received from Wal-Mart was put in the Police's donation account and his Detective Sergeant went to Wal-Mart and purchased the cameras and equipment last Friday. The cost so far is \$1,687.98. Stribrny told the Trustees that concerning the complaints about the trucks in the Heights; he has tried to contact the complainant and has not been able to reach her. Britten said he knows her brother and will call him and get Stribrny her cell phone number.

Bob Mack said along the same lines, at the last meeting he was at, we talked about Wylie Trucking and Mack said he would contact him about the trucks. He left a message for Tom Wylie at the wrong company, he left it with Wylie Landscaping, and so he didn't hear anything back. However Mack said he happened to mention it to some contacts at Shelly, who is kind of his main customer, and they prompted him to contact Mack right away. Mack said Mr. Wylie seemed sincerely concerned about the issue. Mack said we should arrange a time for him to come over to the Township at a meeting to go over all our issues with him. Britten said that would be good. Stribrny said they are doing a large job over on 795 and that is where

all the dirt is coming from. Glenwood is a mess and something has to be done about it. Britten agreed it was ridiculous over at his place. Mack said he has a copy of the code and will try to get something set up.

**Maintenance:** Kraig Gottfried said the road signs are done for Lakemont subdivision where the road went from being named Lakewood to Lakemont and they are being installed this morning (1-26-09).

Gottfried gave the Trustees an update on the salt situation so far this year. We have used 1000 tons out of the 1600 tons we were allotted this year. He has 200 - 250 tons today in the shed yet so we are doing pretty well. Stribrny asked if we have an alternate to salt in extreme cold. Britten said the County puts down fine stone at intersections if it is not too windy to do so. Gottfried said the Township does the same thing. Stribrny said he was just asking because he is worried about intersections where one after another accident happens due to the road conditions. Stribrny said if it is really terrible and too windy for the stone, he will have to decide if he should shut down the road for safety sake.

**Zoning:** Grant Garn told the Trustees he had a letter from the Wood County Planning Commission and they are going to start next month working on subdivision rules and regulations. They are setting up committees to do that and asked Garn to be on it.

Garn said he gave the Trustees a letter (copy in file) from Paul Skaff concerning residential property inspections. The letter outline the procedures needed to enter a residential property for inspection. Brice said along those same lines the Lakeview rental hall that is owned by Joey Skaff (who also owns the Star Diner on Wheeling and Navarre and Premier Catering) has had its door open for months. Brice said this is a hazard and something should be done about it. Bob Warnimont said that the Knights of Columbus called him and left a message about this several months ago. Brice said he wonders about the intent behind not securing that for so many months. Grant will call Mr. Skaff.

Garn said he and Hrosko would be meeting with Emerge concerning the scanning issue for Zoning.

The last thing Garn brought up was the end of the year stats for Zoning (copy in file) and it was discussed how the permits for single-family dwellings have dropped from 2007.

**Recreation:** Bob Warnimont said he received a letter from James Carpenter of the Perrysburg Little League requesting the use of the two township ball fields off Fort Meigs Rd. starting March 23 and ending November 8, 2009. He will bring this up for approval Monday night.

Warnimont told the Trustees he would like to get the bid for Buttonwood in the paper and have the bid opening on March 9, 2009 @ 7:35. **LaHote made a motion (seconded by Britten) to allow Warnimont to place the advertisement in the paper and have the bid opening on March 9, 2009 @ 7:35. All Yes Motion Passed** Haar will place the notice on the web site front page.

The last thing Warnimont mentioned was he flooded the parking lot at Station 2 for the skating rink.

**Administrator:** John Hrosko requested an executive session for HSA health Insurance negotiations and for personnel hiring.

Hrosko told the Trustees Tower Maintenance would be installing the new system as soon as the weather breaks.

Hrosko asked the Trustees to approve buying a block of hours from Computol. It would be best to purchase the 50 hours at a cost of \$6,250.00. **Britten made a motion (seconded by Mack) to buy the 50-hour block.** Britten – yes LaHote- abstained, Mack- yes.

Next Hrosko told the Trustees that on Friday he, Gottfried, the State and Ray Huber met with CSX at the Dowling Rd. crossing. At that meeting at the tracks, it was decided that the crossing is going to be redone with gates, lights and cross-arms and will be 100% paid for by CSX and the State. The suggestion was not to improve the tracks until that all was done. Then they will go in and resurface the area. This should be done by late 2009-early 2010.

LaHote asked Gottfried if he had heard any more about the intersection at Cedar Park and 795 that was supposed to be closed. Gottfried said he had not heard any more. Hrosko said in relation to that, he has a meeting on the third of February @2:00pm with First Solar and Wood County Economic Development to talk about the new road going from First Solar to Oregon Rd. Hrosko said he would like Gottfried to attend and asked the Trustees if they would like to also attend. Hrosko said Wood County Economic Development has already told First Solar that Perrysburg Township would not pay for that road. Britten said if he is in town, he will attend and LaHote said he would attend it.

Hrosko told the Trustees Friday was an interesting morning. Rex Huffman came in and said there are rumors that the business people in Rossford want to promote the Crossroads area and they want to do it with the help of the Township and Perrysburg City. Hrosko said he received a letter from Bennett Enterprises (copy in file) who attached a letter from Rossford Business Association inviting them to a meeting 2-26 to get the ball rolling on promoting the Crossroads. Hrosko said he called Rob Armstrong with Rex Huffman in the room and told him he had not caught wind of what was going on. Hrosko said he knew there was a meeting at Bass Prop on the 26<sup>th</sup> but was not privy as to what it was about. Hrosko said what they are trying to do is get the City and Perrysburg Township to divvy in some of their Hotel/Motel tax. Mr. Armstrong thought it was an increase that we would be looking at increasing the tax. Hrosko said, “By statute the City charge 6% and rebate the County back some money. Also by statute, they have to take part of that fund, which they have not been doing, put it in a commercial account for businesses within the community. We are not obligated to do that with our Hotel/Motel tax. Bennett Enterprises do not think it is a good idea at all.” Hrosko went on to say they do not feel it would benefit anyone on the Route 20 strip. Mr. Armstrong said on the phone that he thinks our 3% Hotel/Motel tax is well spent by placing it in the general fund.

Hrosko asked the Trustees if they still wanted to pursue the trash pick-up? He said he gave them the figures from Rossford on how much they spend for trash pick-up. Britten said Ken Rieman was willing to help on this issue and Hrosko should touch base with him and kind of see if it is something that is feasible. It will be tough to do it. LaHote said he was planning to bring it up at the Clout meeting in February. Hrosko said speaking of Clout, was anyone going to the Clout luncheon in Columbus. It was decided that the cost of \$30.00 per person out-weighed the information to be obtained by going, so no one is going to attend.

Next Hrosko said we need to get something decided on the phone system. LaHote said some people should make a road trip to see the ShorTel system in an actual working environment. Hrosko will make a call and find out where we can go to check it out and get back with the Trustees on it.

Hrosko mentioned we need to get back to the policies again soon. He also mentioned he would be going to a safety meeting with Matt Huffman on the 20<sup>th</sup>.

Hrosko also mentioned he is having a lunch meeting with Shelly from Sprint/Nextel to discuss our phones and the system. It was discussed what ways we could possibly improve the reception in the buildings. Also Mack brought up that if the Officers had Blackberries they could tether them to the in-car computers and do away with the Internet cards. This all should be discussed with Shelly. Hrosko said if anyone would like to go with him to talk to her they should let him know. Stribrny said he or the Lieutenant would attend.

**Office:** Shirley Haar asked the Trustees to appropriate \$10,000.00 to trust Account #687-1930-53080 (Zoning Professional Fees) and to appropriate \$27,000.00 to trust Account #685-1930-53080 (Employees Cost Sharing) as they were missed on the budget (see letter in file). These accounts were changed from the 2008 budget per the State Auditors. **LaHote made a motion (seconded by Britten) to approve these appropriations. All Yes Motion Passed**

The next thing Haar asked the Trustees to approve was setting up a fund to be called Road and Bridges Grants and will carry the account number 204-0000-50990. **LaHote made a motion (seconded by Britten) to approve setting up this account. All Yes Motion Passed**

Haar then said she wanted to mention that whenever a department receives a donation check, even if it goes in the Fire's Foundation Fund, she needs to have a copy of the check for her records.

The last thing Haar asked was that when an item is placed on GovDeals that where it reads "For additional information, please contact Shirley Haar, fiscal Officer or John Hrosko, Administrator" be changed to read to contact some one from the department that is placing the item on GovDeals. Gottfried said he would try to remember to change it each time. Last time he changed it and he actually thought once it was changed, the change would stay permanently.

**9:06 Britten made a motion (seconded by LaHote) to adjourn into executive session for personnel discipline, personnel health insurance, and hiring legal council. Further business will be conducted. All Yes Motion Passed**

**\*9:07 LaHote made a motion (seconded by Britten) to adjourn out of executive session and go back into regular session. All Yes Motion Passed**

\*Executive session was not held because the Planning Commission guests arrived.

Mack introduced the Planning Commission and Board of Appeals guest; Russ Miller and Rob Black. Rosanna Violi our Zoning intern came into the meeting also.

Mr. Black said their unanimous decision to recommend, would be to go with Beckett & Raeder / Feller & Finch. A couple of things went into that decision; they looked at the Poggemeyer proposal and they did not incorporate everything the Board thought should be in the proposal. That meant the price they gave would start there and go up. The Beckett & Raeder / Feller & Finch proposal looked like it was complete. If anything there price could come down if it was decided not to include everything they quoted. It was also felt that "fresh eyes" would be a plus. They are very qualified.

Mr. Miller said he looked at it subjectively and objectively. Subjectively, Beckett & Raeder / Feller & Finch was much more professional and much more organized, objectively there was only about \$17,000.00 difference but when you look at the couple of possible adds that appeared that would be necessary, you bit into that

\$17,000.00 pretty quickly. That would mean Poggemeyer's prices would be approaching Beckett & Raeder / Feller & Finch's prices right from the get-go. The scope of the work Beckett & Raeder / Feller & Finch laid was extremely thorough and they will be doing the lion share of the work on the Comprehensive plan. Mr. Miller said he looked at it as being a really critical document. Mr. Black said not one member said we have some other things we should look at. It was pretty much cut and dried which is pretty surprising with 10 people. Now the Trustees have to look at how in depth do you want to go? We only want to do this once, so we want to do it right the first time. Then you have a base for establishing our zoning resolution. Mr. Miller said he thought that why the Trustees were looking to do this was to give themselves some kind of protection, because some of those zoning issues go back to what the Township's plan is. Mr. Black said he thought the group really thought it would be a good idea to have some one from the outside do this. Poggemeyer and Feller & Finch are both good organizations and both would have done work for the Township. Beckett & Raeder have done one thing for the City of Perrysburg. But to have somebody come in and take a look at it from a totally new perspective is going to be a great benefit. Mr. Black said that he got the impression that Poggemeyer's price and proposal for the Zoning Resolution (which was ½ of Beckett & Raeder / Feller & Finch) was related to the fact that they did most of the reviews, updates and that sort of thing in the past and they would be just giving this a real hard edit as opposed to looking at a new Comprehensive Plan and imposing that on a new Zoning Resolution.

Garn said he stayed neutral on the whole thing. He said Hrosko and Ms. Violi were independent observers at the meeting.

Ms. Violi said as an outsider, who did not know any of the firms, she definitely felt Poggemeyer came in thinking that they had an "in" and that they were like "everybody knows us and we don't have to try as hard". She said that is how she took their presentation. She also said she felt Poggemeyer knows what they are doing but felt Beckett & Raeder presented it more professional and John who did the main presentation for Beckett & Raeder knew exactly what he was doing.

Mack asked what the next step was.

Garn said the Trustees need to decide how far they want to go.

Mr. Black said the Comprehensive Plan is the leading document prior to re-doing the Zoning Resolution. There will probably be a four to six month head start on the Comprehensive Plan so you can develop the Resolution.

Mr. Black said our biggest issue is the un-zoned area. Poggemeyer talked about how close they are to the Northwest Water and Sewer District, so he asked them "How close is the Northwest Water & Sewer district to providing services in our un-zoned area?" Mr. Black went on to say they backed off quickly on that. That is a serious issue. Once that infrastructure gets there we have real serious development issues. As you know water and sewer are the two key infrastructures to develop any large capacity.

LaHote said they talked about putting that on the ballot in 2008 but ran out of time to get it on.

Mack said we could make the November 2009 ballot but that might overshadow the Trustee race and would not be good timing. It would be better to put it on the May 2010 ballot, plus that would give us more time to get it out to the public.

They discussed the zoned and un-zoned areas of the Township and development of certain areas.

Mr. Miller said Beckett & Raeder / Feller & Finch plan on having almost twice the public meetings Poggemeyer planned on having. He said he felt that putting it on

the May 2010 ballot would be the best time. Beckett & Raeder would like to have contact with people who have concerns and talk to them one on one.

Britten said he felt if we have a Comprehensive Plan in place, getting the Zoning passed would be easier. It will be easier to see where it is justified.

Garn said the Comprehensive Plan would include the zoned and un-zoned areas so those people will be involved.

Mack said they need to make a decision soon and decide what they want done.

Hrosko said the Feller & Finch part of the quote was very reasonable, in fact very low, so he talked to Don Feller and he said it was correct. Mr. Miller said his recommendation would be to have our legal council look hard at the contract, as it is really thin. He said you need to have them define and incorporate the scope of engagement and look at some of the terms on accountability and that sort of thing.

Mr. Black said that now that we are a Home Rule Township, that can have a real impact on our Resolution. We need to get specifics on what we can put in there that we couldn't put in before.

LaHote said there has been some discussion at the Township Association meetings about Home Rule and what all means and the advice we received were to push it as far as we can.

Hrosko said that he would get hold of Feller & Finch and have them prepare the contract documents so we can review it before it goes in front of the Trustees. We can also send it out to Council if we have to.

Hrosko asked the Trustees if it was ok to have Ms. Violi attend meetings so she can learn as much as she can. The Trustees said they had no objections to her attending the meetings.

**9:40 Britten made a motion (seconded by LaHote) to adjourn into executive session for personnel discipline, personnel health insurance, and hiring legal council. Further business will be conducted. All Yes Motion Passed**

**10:00 LaHote made a motion (seconded by Britten) to adjourn into executive session for personnel discipline, personnel health insurance, and hiring legal council. Further business will be conducted. All Yes Motion Passed**

**Jeff Buehrer**, from Vetter arrived. Mr. Buehrer said he wanted to talk about the furniture. Hrosko said he took the furniture and equipment list (copy in file) and sat down with Dimick and Brice to divide out what is for Fire, EMS and Police. He then sat down with Haar and she came up with what should be taken out of the general fund (things such as lockers that are attached as part of the building). All \$194,000.00 has been accounted for in the 2009 budget. Mr. Buehrer said the progress on the building is ahead of schedule and the majority of the building should be done by mid to late April. Hrosko said that is why some of the stuff on the list needs to be approved today and the orders placed. Mr. Buehrer said that on some of the items, delivery could be 10 weeks out.

Hrosko said that on Friday at the contractors meeting, Dan Kervin asked if there is still a possibility of putting a small canopy over the opening where dispatch goes in. Hrosko said he asked Mr. Buehrer to price this out for us. Mr. Buehrer said that the designer needs a cap on the furniture so she can work on it with Hrosko. If we can find it on State Contract and keep the cost down, they will do that. Mr. Buehrer mentioned several places that are under State Contract and that he has worked with them all.

Mr. Buehrer passed out the list of change orders on the new building (copy in file). The list is fairly high but it is the largest amount the Trustees should see from here

out. Mr. Buehrer talked about the ice guard clips and some of the other changes. Mack was a bit concerned about the cost of the flooring in the Police lobby and would like some additional information on it. The Trustees decided to table the flooring (item 11) until they have further information, possibly at the next meeting. Britten agreed they needed a breakdown on it.

**Britten made a motion (seconded by LaHote) to approve the change orders, with item 11 tabled until a future meeting. All Yes Motion Passed**

Mr. Buehrer said that back on the furniture, if the Trustees give him a cap on the amount they want to spend he would have Jeri Wendt (the designer) work with it. He will also get the “cut” sheets from her (the designer) and get them to the Trustees so they can see how the furniture is priced out. Mr. Buehrer said he could come in to the Monday night meeting or to a special meeting if they would like him to. Mr. Buehrer said he is waiting to see if the gear grid is under state bid. In the nation there are only two companies that make it. Britten said if it is not state bid it has to be bid out. It could be posted on the Internet for 14 days. Mr. Buehrer said we should go ahead and put it out there and see what the bid comes in at. Britten said Haar should post it to the web site and get it advertised. Hrosko will get the information to her. **Britten made a motion (seconded by LaHote) to have Haar get in motion to get bids for item #152 the Gear Room. All Yes Motion Passed** Hrosko will get the breakdown to Haar so she can post it. Mack said Brice or Dimick should call Maumee and talk to them because they just did their gear room. They can then call them and ask them to bid because they won't necessarily be checking our web site. Britten said that was correct because you should call whom you want to bid.

Mr. Buehrer offered to take the Trustees on a walk through the new facility. Mr. Mack and Mr. LaHote said they would be able to go but Mr. Britten had to take a pass today.

**10:39 LaHote made a motion (seconded by Mack) to adjourn into a short executive session for personnel discipline. No further business will be conducted. All Yes Motion Passed**

**10:42 Britten made a motion (seconded by LaHote) to adjourn out of regular session and to adjourn. All Yes Motion Passed**

---

Shirley a. Haar –Fiscal Officer

---

Bob Mack – Chairman