

Minutes of Department Head Meeting October 14, 2008

8:00am Meeting called to order by: Gary Britten

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

Zoning: Grant Garn - absent

Maintenance: Kraig Gottfried asked the Trustees to approve increasing his road supplies Po by \$6,000.00 for the rest of the year. **LaHote made a motion (seconded by Mack) to approve increasing the road supplies PO by \$6,000.00.**

All Yes Motion Approved

Gottfried said that at Monday night's meeting he would be asking the Trustee to approve the purchase of a new Crafcro crack sealer for just under \$42,000.00.

Gottfried said he has been told the old sealer can probably be sold for \$12,000.00 to \$14,000.00.

Gottfried said that now all the paving is done for the year. Crestline finished Millcroft and Oakmont West. Also at Monday night's meeting Gottfried will be asking for approval of a PO in the amount of \$841.96 made out to Gerken for a 13-ton over-run they had.

The last thing Gottfried brought up was the leaf pick-up this year. They are talking about picking up everyone's leaves in the Township. We lost a lot of area that was curbed and where we picked up the leaves, so this will allow more time for other areas of the Township. Last year they set up certain areas to be picked up on certain days but this year, after talking to the City about how they do their program, what they want to do is go out on a daily basis to pick up leaves. They will designate October 27th until November 19th as leaf collection time. They will then go out daily and pick up leaves and see how it works. Currently we have two trucks that have boxes on them to hold leaves but if this works out we may have to get a third box next year. Gottfried will get this in the paper and on the web site.

Fire: Chief Dimick showed the Trustees a picture he received of the box on the trim line and said the Truck is progressing.

Dimick said the only other thing he had for the Trustees is that he and Brice would like to talk to them soon about increasing the volunteer's pay. They have given him their proposal but he said he and Brice still need to go over it.

Dimick said Brice would be asking at Monday night's meeting for a service contract approval for Physio Control on the Life Packs. There is a \$130.00 increase this year.

Police: Chief Stribrny said he called the Trustees last week in reference to Buck Rd. and asked Gottfried if the sign got taken down. Gottfried said they were taken down the day he talked to him. Stribrny said he thought this was the best way to handle the situation with the type of phone calls they were receiving. Stribrny said all they were doing was posting what was legal and it was posted before and apparently posted improperly. He said they will be checking the roads and making sure they are properly posted. In some places, past boards have authorized posting sign that had a lower than the legal speed limit on them. ODOT does not recommend doing that. Stribrny said we need to either not post a road (unposted roads are 55mph) or post them with the correct limit. ODOT does not require the

Township to get permission to put up cautionary signs so we will be starting with signs at the school. It will be a yellow sign, with the speed limit posted on it cautioning drivers. Yellow cautionary signs are not enforceable but are a warning sign only. Stribrny then went on to say they are starting to work on four streets (Thompson, Buck, Eckel Junction and Ford) to get the speed limit reduced. We may not be able to get the speed limit lowered as much as we would like but we will try. We will start the process on the surveys and get them to ODOT. LaHote said he was in a suburb of Indianapolis and right in the middle of a cornfield area there is a school that has 4 roundabouts feeding into it and it works very well. Stribrny said Mr. Susor would like to hear that and Hrosko said if LaHote had the address maybe he should get it to him because Mr. Susor might like to make a day trip out to see it. The roundabout at Penta will be posted with a cautionary sign at 35mph.

Stribrny said at Monday night's meeting he will be bringing up the camera system if between the Fire Department/ Police Department and Administration they can decide where the money is coming from. If not, then he will bring it back up at the next meeting after that. Hrosko asked Gottfried about the lock and chain for the fuel tank gate and also about a light for the area. Gottfried said there is a light there but the bulb was burned out. It has now been replaced.

Stribrny told the Trustees he had the school crossing guard's report on the kids for the last month and it look like she crosses on average 10 to 12 kids. But what we need to find out is how many of these kids are Township kids. Hrosko will contact the school and try to find out. After that we may want to talk to the City about taking this over.

Next Stribrny brought up the issue of the Dodge Durango and said it is just not holding up and it does not have a police package in it. Stribrny said State Line Ford has a Ford Excursion with a police package on it in stock and he wondered where we stood on buying it. Britten suggested Stribrny check with State Line and see if they have a STS number but if they do not we will have to put the vehicle out for bid being it is over \$25,000.00.

Mack asked where we stood on the car from Charlie's Dodge and Stribrny said they were still working on it and if they have the information he will bring it up at Monday night's meeting.

Stribrny said he also would like the Trustees to talk about the part-time police employees' wages. Britten said they would do that in an executive session Monday night.

Stribrny asked for an executive session for personnel for the Sergeants promotion.

Jack Sculford came as a representative of the investors who own the old Croy's Supper Club. Mr. Sculford talked about how hard it is to see the building behind the Tuffy building. He came in with a proposal for the Trustees to allow them to erect a monument type sign on Township property to promote the location of the restaurant. This sign would be located in the grassy area in front of Tuffy on 20 and would be a professionally designed sign that falls in the same dimensions as the Tuffy and Wal-Mart signs. The sign would be paid for, erected by and maintained by the investors. Britten said that in that area there is talks about putting a road through there. He asked what would happen then. Mr. Sculford said that the Township's permission would be conditional and that is a risk they are willing to take. Mr. Sculford said he has confirmed with Garn that this is not a BZA issue because it is land owned by the Trustees and as such they need the landowners permission to put up the sign. Bob Warnimont said it would still have to go before the BZA after the Trustees gave their permission to use the land. It

was discussed that if you let one business put up a sign, what about the other businesses back there. Maybe a sign with all the businesses on it should be considered. Mr. Sculford again said that for a business that relies on “drive by” traffic they really need a sign showing where they are since they cannot be seen. Mack said he would like to look at a map and then they need to consider this issue and all the other businesses back there. We need to find a solution that will address all issues. It was decided to table this issue until Monday night in executive session for real estate.

EMS: Deputy Chief Brice said he had a meeting with Bender Motorola on replacing the dispatch center’s equipment, which is too old and cannot be repaired. The quote for the new equipment, under state bid is \$132,913.80. This is in the 2009 budget but even if we get the go-ahead today to do this, it would take time to get things ordered and still would not get done until 2009. We need to get a timetable of when we are going to do this so they can work it in their schedule and get the parts ordered. After looking at the quote, Britten said there might be a problem because the way it is broken out the parts are state bid but the labor is \$35,000.00. Because of this, the whole project probably should be put out for bid because it is unlikely anyone would want to bid just the labor part without selling the equipment as well. It was discussed who else does this kind of work and how service would be handled. Bender’s response time has always been within 8 hours on the vehicles and within an hour on the console. Britten said he felt we need to get better specs on this and put it all out for bid and it could turn out Bender is the only bidder. It was discussed how the bid process works. Stribrny cautioned that we have to have someone who is reliable and can respond rapidly. LaHote said this is where we need to be very specific on the support contract language. One of the big concerns by the Police and Fire/EMS is if this console would go down and since it cannot be fixed we would be in a lot of trouble. We will talk about this more at the next meeting.

Recreation: Bob Warnimont told the Trustees the work at Starbright Park is almost completed. Warnimont also said we did not get a park grant this year but will try again next year.

Administrator: John Hrosko said he had given out maps for people to look at and note where they felt the Township needs to put in streetlights. So far he has a list of 19 intersections that have been given as possible street light areas. The cost would be around \$150.00 to \$170.00 per light per year. These are the 19 areas noted so far; Buck @ Bates, Bates @ River, Ford @ Bates, Simmons @ Ford, Mandell @ Bates, Mandell @ Simmons, Simmons @ Mandell, Mandell @ White, Sheffield @ Ford, Sheffield, Ford @ Sedgfield, Mandell @ Belmont Lake, Oregon @ 20, Thompson @ Roachton, Thompson @ Bayer, Thompson @ Five Point, Glenwood @ Latcha, Mandell @ Glenwood, First @ “J”, and Georgia @ Creekside. LaHote said he would like to add Roachton @ 199. Warnimont said we should add Hufford @ River. Mack said to add River @ White. LaHote asked about adding Roachton @ Scheider. Haar brought up Tracy @ 20. Hrosko said even if we get 25 lights added it would only be about \$4,000.00 per year and that would be outweighed by the added safety in the Township. Next Hrosko brought up the policies. Brice said he had a problem with the Tool and Equipment where it says “Personal use of any tool, equipment or building will not be permitted” Brice said he thought we were looking at something similar to what the school board has.

It seems that this will be a very hard policy to enforce. Dimick said that as it is written if he is doing his vehicle inspection on a volunteer's vehicle and he has a bulb out, he couldn't grab a screwdriver to replace the bulb so he can pass inspection. It needs to be written more specific by maybe putting in "cannot be used if you are using the lifetime of that tool". That is similar to what the school has. Mack said in the case of the volunteers who rely on their personal vehicles to service the Township, they would be working on the vehicle in the line of duty. Warnimont said the same would apply when a volunteer goes off probation he gets to put on lights and sirens and under that policy he could not do that at the Fire station. Also Warnimont said that when Chief Gokey started the volunteer Fire department back in 1962 he encouraged all the volunteers to come in and wash, wax and clean their cars so there would be manpower in the station. Right now if a volunteer is down at the station cleaning his car or changing lights and a bad accident or bad fire call comes in the volunteer pulls his car out and jumps into a truck goes with the full timers. They never leave their vehicle inside blocking anything. That is one of the perks the volunteers got when they started. Warnimont said he knew the Trustees need to watch money but they are taking perks away but asking people to do more. Washing a car down or motorcycle down isn't hurting a thing. If it comes down to cost of the water and sewer, put in a separate meter and they will pay the bill. Mack pointed out the Township took a little heat from the State Auditors about water use from both washing personal cars and filling up a camper by a resident. Stribrny said that we have been audited many times before and that it was never viewed that way before. Some of us are questioning these views on the states end. Mack said all the rules are changing. Hrosko stated it was the same way with the accounting procedures. Things we did in 1999, which were acceptable for the last 6 or 7 years, have now completely changed. Every time those people come in here they change and change things. They make the job of running the financial end of this Township difficult because of the darn little changes in reporting and since we are on our own reporting system and not the State UAN system the changes magnify for us. But they say we have to do it. LaHote said he wondered if as a Township we have the ability to pass a policy saying we are ok with a moderate level of these things or would they say we are out of compliance. Haar said she would do some checking but thought as long as there are policies addressing the issues and stating what the Townships policies are we should be ok. Haar will ask about the water/car washing issue, using township equipment and loaning equipment out to another entity. The next policy Brice addressed was the Flower and Gift policy. Brice stated he thought not being able to send flowers if an employee had a major illness or surgery was a slap in the face and made bad morale. Britten said he was the one who had a problem with spending taxpayer's money to send flowers and doesn't agree with doing that. Brice said he could see where Britten was coming from but as an employee if he was in the hospital and did not get anything from the Township he would feel offended. Hrosko said while this doesn't happen a lot, he felt it is a good team building type thing to do. LaHote said while we might take some heat someday by sending flowers there are probably more pros than cons in doing so. Britten said he still felt strongly about not spending taxpayer's money to send flowers but then he was only one of three. Warnimont spoke up and said if a past Trustee/employee passes away it would be nice if the Township sent flowers. Mack said if we decide to rewrite this policy and allow sending flowers we would really need to spell out who can be sent flowers and under what conditions. Mack said Britten had the simplest solution by just saying no but he would be open to revisiting the issue. Mack also said in the case of a death we could consider

sending a nominal memorial contribution to W.W. Knight, the Fireman's volunteer fund, Hospice of Northwest Ohio or someplace else in the Township that directly benefits the Township. This would be like reinvesting in our Township, but still paying tribute to someone who would meet the criteria. Mack said he thought we should give this a second look and Britten said that was fine.

Mack said that going back to the car washing tradition maybe we should talk about it again. But then for the equipment usage he had some language before but now has added something else to it. He said, "As far as using equipment the stuff we don't want to be used or abused is, we don't want to use or deteriorate the life of or increase the variable cost thereof of Township property." Gottfried said he didn't mind people borrowing tools because they always come back. Hrosko said at one time we made up a sheet for signing out tools or equipment and it was left up to the discretion of the Department Head as to what was going to be loaned out. LaHote said if we do reconsider the policy wording it would have to be at the Supervisors discretion to loan out tools or equipment. The policy would also have to address what would happen if the item was being used a distance away and an emergency came up where it was needed, the person who borrowed it would have to be responsible to return it right away. Hrosko said we should address the table and chair issue and possibly look at having a deposit put down so in case not all the tables or chairs come back we can recoup part of the cost of replacing them. LaHote said we also probably should have someone who borrows something have them sign a waiver of liability. Hrosko joked he would like to get the policies done before his retirement.

Brice then brought up the cell phone policy. He said he knows maintenance gets a stipend each month for using their own phones instead of having Township phones and wondered if that was an option for Dimick and himself. He felt that would be easier than going through the phone bill each month. Britten said that option might have to be negotiated for the union people. LaHote said if we did that we would have to come up with an amount that is close to what we pay per phone per month now. Haar will check on this. Stribrny stated if they did that their personal phone bills would become public records. Haar said she thought that was only if they turned their bills in so they could be paid on a per call basis not when it was a taxable fringe benefit stipend. Haar will check with Bob Schultz on this. Britten said we should check this out but he wouldn't have a problem with it.

Hrosko asked the trustees to approve purchasing the Symantec protection we have talked about at previous meetings from Computol at a cost of \$513.50 for 13 computers. It will take the 2 to 4 hours to install them all. **Mack made a motion (seconded by Britten) to approve this purchase. Mack – yes Britten – yes LaHote – abstain Motion Passed**

Hrosko brought up the issue of moving the mailboxes in front of the Townhall. Ever since the construction began on the parking lot the mail has been all messed up. The postman told Hrosko and Stribrny the mail is sorted according to the addresses and if the post boxes are not laid out correctly you would not get your mail. If we move them in front of the old Townhall our mail would be delivered in the morning. Gottfried said if Hrosko was talking about the stoned area in front of the Townhall that is where the maintenance trucks do their wash outs and where the Fire trucks park to fill up with water. Hrosko will call the postmaster and ask her to come out and walk the property so they can find where to put the mailboxes. Hrosko asked for an executive session to discuss Ron Bloomfield's wages, for pending litigation and for real estate.

Office: Shirley Haar said she had sent out about 10 weed notices and so far only three have been picked up. Of the three one of the owners called her and wants to know if we know some one who can mow his property for him. He lives in Alabama and said he had paid someone to mow it this year but obviously they did not do so. Gottfried has the name and number of a man in the Heights who would like to mow the properties in the Heights for us. Gottfried will get it to Haar so she can give it to the man in Alabama. As far as the other properties Gottfried will check them out again to see if they have been taken care of yet (the 10 days are now up). He will also call the man in the Heights and talk to him about cost of mowing the properties. As far as the rest of the property owners who have not picked up their certified letters, the Township will publish in the paper the list of names and properties stating the Township's intent to mow the properties and the cost and give them 7 days from the date of publishing to take care of it themselves. The Trustees approved this course of action.

10:09am LaHote made a motion (seconded by Mack) to adjourn into executive session for personnel promotion, wages and evaluations; also for real estate and pending litigation. No further business will be conducted. All Yes Motion Passed

11:45am Craig LaHote had to leave.

12:34 pm Mack made a motion (seconded by Britten) to adjourn out of executive session and to adjourn. All Yes Motion Passed

* Due to length of meeting the first 4th quarter evaluation had to be postponed to a later meeting.

Shirley a. Haar –Fiscal Officer

Gary Britten – Chairman