

## Minutes of Department Head Meeting November 10, 2008

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

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

**EMS:** Deputy Chief Brice – absent

**Fire:** Chief Dimick told the Trustees he needed two transfers made in his accounts. Haar read the transfers as follows: Transfer \$10,400.00 from account #210-1410-50461 (motor vehicle supplies) to account #210-1410-50553 (supplies motor vehicles) for fuel and transfer \$21,500.00 from account #210-1410-50990 (donations, grants & spills) to account #210-1410-50136 (medical/life insurance).

**Mack made a motion (seconded by LaHote) to approve the two transfers. All Yes Motion Passed**

Haar then read a request from the Fire Department to make a new PO to Luckey Farmers for \$10,400.00 for fuel. **LaHote made a motion (seconded by Mack) to approve the new PO. All Yes Motion Passed**

Dimick then told the Trustees that Jeff Mercer's mother died this morning.

**Police:** Chief Stribny told the Trustees they would be seeing a bill for about \$2,300.00 for new tires. This will be paid off of an equipment blanket PO. Stribny said that Monday night he would be asking the Trustees to approve the renewal of the annual Norris Contract at a cost of \$22,150.00. This contract will run from 1-1-096 to 12-31-09.

Stribny told the Trustees that Francis our crossing guard is still keeping track of how many children she crosses and it was down for the 10-20 to 10-31 periods. Next Stribny informed the Trustees he received a Memorandum of Understanding for the Police Departments involvement with the Children's Services Unit of Wood County Department of Job and Family Services. All the area agencies are involved in signing this MOU and the last one was completed in 2005. They are asking for an updated one and Stribny said he would take care of it. He said he did not believe any of the Trustees needed to sign it.

Stribny said he was back to searching for the replacement of the one marked SUV the police department has. The Ford SUV that is equipped for the police is called a "special services vehicle" and the dealers are only finding a couple of them in our area. They have not given Stribny any new prices on them but the last time they did it was in the area of \$25,955.00 to \$26,330.00. Stribny said it was his understanding that any thing over \$25,000.00 and not a state bid has to be put out for bid. But he asked if only one dealer is getting back to us and saying he can find a vehicle, do we still have to bid it out. Britten said if it is over \$25,000.00 you have no choice. You may only get one bid but you still have to go through the process. All you have to do is advertise it, you do not have to solicit anyone. Stribny said the problem is because of the end of the year, if you have to order a vehicle, it takes a very long time to come in. Stribny said he is being told that there is two available but once they are gone he will have to order one and it might not come in to April or May. Stribny said he was told it has to be posted for 30 days. Britten said the County doesn't post it that long and advertises it on the internet. Haar will find out the length of time it needs to be posted and if it has to be in both a paper and the internet or just on the internet.

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

**Zoning:** Grant Garn told the Trustee Mike Stormer is coming into the Zoning Commission's meeting tonight at 6:00pm. Garn said Stormer has some kind of plan drawn up for Thompson Rd. Britten said he was planning to be there as did Mack. Hrosko said he will be coming to the meeting on the 24<sup>th</sup> also and will discuss 199 and also the possible closure of the median at Cedar Business Park. Garn said that he did get from George Orvatz the plans for Market Center Dr. on the part he worked on and he said he thought Mannik Smith did the other part. Right now he has the plans from Thompson Rd. to where Lowe's starts. Garn still needs the part from Lowe's to Simmons Rd.

Next Garn said he did get a call back from BGSU and there is a student who is interested in talking to Garn about doing part time work for him. Garn said he hopes to hear from others during the week.

Garn told the Trustees that at the Zoning Commission meeting tonight they will also be hearing from Comfort Suites on Helen Dr. concerning an addition they want to put on but will cause a shortage of parking spaces.

Garn also told the Trustees he talked to a person at the City of Perrysburg about signage and he said that Belamere Suites had some kind of sign that was approved by ODOT. Garn said he was going to check this out. Britten said that he might talk to Stormer about this also.

LaHote asked Garn if he knew anything about a proposed shooting range somewhere in the Township and Garn said he didn't know of any.

The last thing Garn brought up was a seminar in Columbus on 11-19 put on by Code Enforcement and said he might go down to it because they always provide good information.

**Maintenance:** Kraig Gottfried told the Trustees he received a call from a resident last week concerning sidewalks being cleaned of snow. Gottfried said this goes along with our snow emergencies streets. He said he sees in the legal in the Sentinel, from places like Bowling Green that they will have all their snow emergency streets listed in there. This is something we have never done but might be a good idea to do. Both Bowling Green and the City of Perrysburg add that all sidewalks need to be cleaned in x amount of time. Britten said he thought this was a good idea and we could be generic on the streets. We could say something like subdivision streets that are posted. Gottfried said he would do some checking around and see how others are wording their notices and get with Sharon Kerr and get it into the paper.

Hrosko said on the issue of sidewalks he saw something the other week up by Giant Eagle there was a crew in there leveling the sidewalks by grinding off the part that stuck up. He said he didn't know what they charge but it might be an idea to look at.

Next Gottfried said that with the J and Third St. improvement Tim Murphy down at the County Engineer's office gave us a proposal for the cost but there was one thing that bothered him. There is a 48" culvert under the road and they would like to extend it 15 foot with a 48" and then line it with a 42" pipe. That bothered Tim because usually you do not downsize when you are down stream. Gottfried said he went out there and measured it all out and found out it is 48' also to the south and then it goes to about 54' and he thought FedEx down at the end of First St. put in 64". Where you get in trouble downsizing is if it would flood down south of that we would be liable for the damages. Glen Agler from the County came up last

Friday and said the same thing, he would not downsize. His thinking was to get with Hilbert have him tell them not to downsize this culvert.

Gottfried told the Trustees he too had to ask to have his fuel PO #022 increased by \$5,800.00. **Mack made a motion (seconded by LaHote) to approve this increase. All Yes Motion Passed**

Gottfried told LaHote he talked to Stormer about the striping on Thompson Rd. @ Route 20 and Stormer acknowledged it was striped wrong and it will be corrected. Gottfried asked for a short executive session for issues with relationships of personnel.

**Recreation:** Bob Warnimont told the Trustees that at Starbright Park all the edging and mulch is in. At Station 2 they are working on getting the stone removed and the mulch down. He also said the recycling is still going very well but he had a minor goof. For the first time ever he has scheduled two groups to work it at the same time this month. He went on to say that on Thursday night they will be blocking off the areas where the trailers park so the area will be open when the trailers arrive.

**Administrator:** John Hrosko said he will be asking the Trustees at Monday night's meeting to approve a change order (see copy in file) that Vetter brought in from Spieker in the amount of \$2659.76.

Hrosko said he received from Spieker sheets on the back lot behind this building and Bowers came in at \$84,765.00. Hrosko's question to Jeff Bauer was if we ended up getting permission to do this lot and then in the next year or two do something with this building, is that lot going to be sufficient. They said absolutely yes because they are not changing the elevation of this building at all. Hrosko said he didn't need the Trustees to anything on this now but to mull it over until the next meeting.

Hrosko then brought up from Tower Maintenance the Passive Point Discharge System for the tower. They came in at \$3,475.00. Hrosko said he thought it was a good thing and after talking to Dave Molter and with all the problems we had with the old tower and lighting strikes. The grid that is there now will be kept; these will be diffusers to discharge the energy somewhere else. Hrosko said he did check with Hylant insurance and they do not give a discount for having this system. Hrosko will bring this up Monday night.

Hrosko told the Trustee he gave them copies (copy in file) of the proposed street light and said we can discuss it Monday night. Britten asked if the Police have seen the list and Stribrny replied they had and in fact had suggested a couple of the intersections. The new list will be given to them. Stribrny said we need to look at what the response time for repairs would be and who we would contact to let them know if a light was out. Gottfried said that Meg Adams of Toledo Edison was our contact and she gets things done quickly and always follows through to make sure the repair is completed. Stribrny said that at some of the intersections we haven't had a lot of fatal accidents but if a simple light would help to avoid even one it would be worth it. LaHote asked Gottfried why there isn't yellow reflective tape on the stop ahead sign when you are heading east on Five Point right before the interchange. He said there was tape on the stop sign and it really helps to see it. Hrosko said he would add Five Point/199 and Dunbridge to the list and we will discuss the light at the next meeting.

Hrosko reported he had lunch with Fred Susor and they discussed forming a JEDD. Mr. Susor is open to the idea but we need to do our homework on what we can offer them to join a JEDD.

Hrosko told the department heads the meeting on the 24<sup>th</sup> of November will be an administrative one but they can attend if they have something they need to discuss or want to listen to. Mike Stormer is coming in to that meeting as is Linda Wilson from Goodermont to talk about the new blueprint size copier/scanner. Ben Shaffer from AT&T is also possibly coming in to give a presentation because our current phone system is obsolete. Their proposal to redo the system is \$28,000.00. Hrosko has another company, Heritage, which is located locally that is also going to come in and look at the system and give us a quote. Mack asked what about Executone that used to be on Tracy Rd. but is now in Sylvania. Hrosko said he would give them a call. LaHote said another one he could talk to is Teltronic in Maumee. It was also suggested to maybe call Buckeye.

Hrosko said he has not done anything with the policies but will get back on them and we can talk about them at the next meeting.

Hrosko reminded the Trustees that at the November 17<sup>th</sup> meeting they are revisiting the Connor's property issue. Also on the 17<sup>th</sup>, at 2:00 Britten, Hrosko, Haar and Kerr have to be at the 6<sup>th</sup> District Court for the referendum.

Hrosko passed out flyers for a raffle that is being held to give away football tickets to the Brown's game against Texas on November 23<sup>rd</sup>. These tickets were given to the trustees by Kaminski Insurance, through Med Mutual but they declined them. It was decided to hold a raffle for all the township employees who wished to enter. Two names will be drawn and the winners will be given two tickets to the game which include seats in the Med Mutual skybox with food and drinks provide.

**Office:** Shirley Haar asked the Trustees to approve an increase in the EMS's fuel PO #022 line 4 in the amount of \$3,000.00. Haar explained she needed to do this to pay the fuel bill and when Brice returns she will get with him to determine how much more money will be need on that Po and from what account it will come from. **Mack made a motion (seconded by LaHote) to approve the PO increase. All Yes Motion Passed Haar asked the trustees to approve an increase of \$500.00 to PO #044 line 2 for Medicare. . LaHote made a motion (seconded by Mack) to approve this request. All Yes Motion Passed**

Haar said she and Johnson looked in the computer and found out that Clean Air Systems cleaned the ducts in the buildings in 2001 for a cost of \$3,300.00.

The last thing Haar said was that she was getting ready at 10:00am today to make the hotel reservations for the winter conference in Columbus. Britten asked to be booked at the Drury Inn for Wednesday and Thursday nights. Haar will book Mack and LaHote at the Regency for Thursday night. She will book a room for herself at the Regency for Wednesday and Thursday nights. Haar will be sharing her room with Trustee Melanie Bowen from Lake Township. It was discussed whether Hrosko should go or not. It was decided to book a room for him for Thursday night and if after looking at the classes offered, once they become available, he decides not to attend, the room can be cancelled.

Mack said he received a notice that Owens would be holding their ground breaking for their Emergency Preparedness Operations Building this Friday at 2:00pm.

Warnimont said he forgot to mention Operation Bread Basket is now in full swing. He said they were going to take it to Station 2 but decided to keep it at this location. He also told the Office thanks for handling the applications this year because of the construction.

**8:43am Mack made a motion (seconded by LaHote) to adjourn into executive session for personnel promotion and relations No further business will be conducted. All Yes Motion Passed**

**10:00am Mack had to leave**

**10:26am LaHote made a motion (seconded by Britten) to adjourn out of executive session and to adjourn. All Yes Motion Passed**

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Shirley a. Haar –Fiscal Officer

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Gary Britten – Chairman