

Minutes of Department Head Meeting: November 23, 2009

8:00am Meeting called to order by Bob Mack

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

Grant Garn and Rosanna Violi introduced Joseph P. Kallio who is our new intern in the Zoning department. Mr. Kallio is a senior at University of Toledo. Interns work for free just for the work experience

Fire: Chief Dimick - absent.

EMS: Deputy Chief Brice said they were having trouble with Life Squad 2. They sent it over to Freightliner where it had to have the ECU (computer for the ABS brake system) replaced. The cost was \$2,436.52. Brice asked the Trustees to approve a "Then and Now" PO in the amount of \$2,436.52 to Freightliner. **Britten made a motion (seconded by LaHote) to approve the PO. All Yes Motion Approved**

Maintenance: Kraig Gottfried told the Trustees that the leaf pick up was going good. He said because this is a short week due to Thanksgiving, they may carry over into next week with the collecting.

Gottfried next brought up the turn lane at Thompson and Route 20 and said he talked to Jason Sisco last week and he is going to make another phone call to Mike Stormer to set up a meeting with him. Gottfried said he let him know he needed some kind of figure on the cost so he can put it in the 2010 budget.

Gottfried said he talked to Mike Johnson from the City of Perrysburg about the ball lights and other things they got to when widening the road. They would like to meet Gottfried over there sometime this week to check everything out.

Gottfried said that he will have to bid out the new pick-up he wants to buy because he cannot get it for under \$25,000.00. He said because of the cost he will be going for a gas truck, not a diesel, but because he is not replacing the snow plow truck, gas will be sufficient. **Britten made a motion (seconded by LaHote) to allow Gottfried to put the truck out for bid by advertising it on the web site for 14 days and in the paper once. All Yes Motion Approved**

Police: Chief Stribny told the Trustees he had two issues on ODOT. The first one is the speed limit review and so far they have not heard anything back from them. The second one is he contacted ODOT in reference to Thompson and Route 20 concerning the turn signal timing. He has to deal with Mike Stormer on this and he was gone all week but he contacted Stribny at the end of last week and said he will go out and take a look at the timing coming off of Thompson to turn west bound on Route 20. Mr. Stormer said he has noticed himself a backup because of the timing turning west bound turning south bound. He will review that as well as soon as possible. Stribny said he is concerned about Holiday traffic causing long back ups.

Stribny said on the Fire/EMS/Police communications center between the vendor and the three departments they have decided to add some options previously presented to them but declined because they were not sure whether they were going to need them. One of the options involved is changing the 6 line console to

a 12 line console in the Fire department communications center at a cost of about \$793.00. The second option is for three better audio panels. This will also allow the dispatchers to use head phones and at this time Stribrny didn't know if this would be optional or mandatory in the future. The cost of the headsets is \$535.00 each but they are not buying any at this time. The cost of the panels is \$800.00 each. The third option is three 19 inch metal cabinets @ \$159.00 each. The total cost of the three options is \$3,670.00 and will come off a blanket PO. Stribrny said he had training this weekend with the military on cyber security. He said he would like the Trustees to see the material and will see if he can get those copies. Stribrny told the Trustees he will not be at the Trustees meeting on December 7th.

Recreation: Bob Warnimont said the paving of Ft. Meigs road should be done now and traffic should start moving through there. On the parking lots, we lost some spaces and in spring will need to re-seal it and re-stripe it. We will have to re-route some of the space also.

Zoning: Grant Garn said he went to a Stormwater meeting with TMACOG where Kirby Date (a lady from Cleveland State, with the Ohio Lake Erie Commission) talked about preventing unwanted pollutants getting into rivers and lakes. Garn said it was very informative and asked if he could bring her in for a Comprehensive Planning meeting. Britten suggested Garn talk to Jason Sisco first because the County has that and they are trying to do this kind of stuff. Garn said he received an Email from Speedway (copy in file) concerning the development of the station on the corner of Thompson and Route 20. They would like to set up a public meeting in the first quarter of 2010 and invite all the property owners that would potentially be impacted by these changes. LaHote said he still thought a traffic circle would solve some problem with the back-ups. Garn discussed the camera he would like to buy from Best Buy at a cost of \$449.99. After a brief discussion LaHote said it was fine with him. He also said the cost would probably be around \$500.00 by the time Garn gets a memory card.

Administrator: John Hrosko – no report

Office: Shirley Haar gave the Trustees copies of the 2010 Trustees meeting schedule and he 2010 Holiday schedule to go over and said if they found anything that needed to be changed to let her know. Haar will be asking the Trustees to approve the schedules at the December 7th meeting. It was discussed if the 6:00pm time for the meetings still work and it was decided it does.

Haar asked the trustees to make the following changes to the 2009 revenues and appropriations in the general fund;

In the revenues, from the General fund 101 account to the General fund 102 account \$480,000.00

In the appropriations, update the General fund 101 account by \$711,070.00 and the General fund 102 account by \$82,000.00

LaHote made a motion (seconded by Britten) to approve these changes.

All Yes Motion Approved

These changes will be sent to Michael Sibbersen, the County Auditor.

Haar asked the Trustees to approve increasing PO#2009-102 make out to LaRoy Plumbing and Heating by \$12,281.00. The increase is needed because of change orders approve during construction but never added to the PO. **LaHote made a**

motion (seconded by Britten) to approve the increase. All Yes Motion Approved

Brice said that while we were talking about LaRoy, they are still having problems with very bad sewer gas smells in the training tower. They tried several suggestions from LaRoy to correct it but nothing worked. Hrosko will call Jeff Buerer at Vetter and discuss this with him.

Brice then asked Hrosko if he had heard anything about the paint being fixed and said he is still concerned with the humidity problem. Brice is afraid that the humidity problem will not show back up until summer when it is hot and humid. He said he is concerned the one year warranty will be up by the. Hrosko said he will set up a conference call with Vetter so Brice can talk to them also.

Haar asked the Trustees to allow employees to donate time to Ron Bloomfield. She said there were several people who said they would be willing to give him hours. The Trustees said that this has been done in other departments and there fore would be allowed for Ron Bloomfield.

Gary Britten said that when the Department Heads do their budgets for 2010 they need to make an effort to get closer to their actual expenditures. He said he was sure they got printouts on the 2009 expenses and that they needed to get them closer to the actual amounts. Britten said some of them are way out of line and need to be fixed. LaHote said he will be calling the software company about getting better reports.

Britten asked if we have a FMLA resolution. Hrosko said we did not but the attorneys say we do not need one. Britten said that is not what they were told at a seminar he just went to. Hrosko said he might still have the email he was sent. Britten said the attorney at the seminar said there are several ways FMLA can be started; you can start it on the day of the incident or you can start it when their paid time runs out. Britten said we need to get this cleaned up by having a Resolution stating when FMLA starts. It was discussed how FMLA should work and that we should have someone write a Township FMLA Resolution. This should be done to make sure all the departments are the same. Also we should look into having someone review and re-write the Policy and Procedure book which is very out dated.

LaHote said the budget print outs are helpful but do not show all the information that would be helpful. He said a good budget package would give you a print out of what % you've used, what % you should be at, at this time, and where you are going to end up at the end of the year if you continue to spend at the current rate. He said maybe we should start looking at some new software with Software Solutions.

Solicitor Walt Celley arrived and talked about how the Ohio Revised Code says we must have a policy on how we are going to provide public records. We need to pass a Resolution on this. The Attorney General for Ohio did a model one and Celley adapted for the Township. This will be read at the December 7th meeting.

9:00am LaHote made a motion (seconded by Britten) to adjourn into executive session with Township Solicitor Walt Celley for pending or imminent litigation and personnel wages, discipline and medical issues. No further business will be conducted. All Yes Motion Approved

10:55am Britten made a motion (seconded by LaHote) to adjourn executive session and to adjourn. All Yes Motion Approved

Shirley A Haar –Fiscal Officer

Bob Mack - Chairman