

Minutes of Department Head/Administrative Meeting November 24 2008

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

Roll call: Mr. Britten, Mr. Mack, Mr. LaHote and Mr. Hrosko

Administrator: John Hrosko told the Trustees the first thing he had for them was the new Revenue Sharing Agreement that was struck with Rossford, and has been signed by Attorney John Donahue. Hrosko asked the Trustees to approve the agreement. **Mack made a motion (seconded by LaHote) to approve and sign the Agreement.** All Yes Motion Approved This agreement will be taken to Rossford's meeting tonight (11-24-08) @ 7:00pm for their approval. Hrosko also gave the Trustees a copy (copy in file) of the press release that will go out after Rossford's meeting.

Hrosko asked the Trustees if they were thinking about a Christmas get together this year. LaHote asked what kind of response did we have last year. Hrosko said that last year it was attended by about at least ½ of the employees. The cost was \$1,700.00. Britten said the turnout was better last year than the first year and if we are going to do it we need to set a date. **LaHote made a motion (seconded by Mack) to have the Christmas get-together at Holiday Inn, keep the cost around \$1,700.00 and have Hrosko book it.** All Yes Motion Approved Dates were discussed and it was decided Hrosko would see if he could book the 17th or 18th of December.

Hrosko next brought up the issue of buying jackets and it was suggested he check on the cost of ordering 100 in different sizes.

Hrosko told the Trustees that the Fire renewal levies are getting ready to expire and will have to be on the May ballot. The last day to send the ballot wording down to the Board of Elections is February 19th 2009 by 4:00pm. They are 2 mil and 1 mil and account for about a million five in their budget. **LaHote made a motion (seconded by Mack) to have Hrosko get started on this.** All Yes Motion Approved Hrosko said he would get the ballot language written up and Haar would get it to the Board of Elections before the February deadline. It was discussed that some day it would be nice to rework the levies and combine the Fire and EMS monies into one account. This would allow the two departments to become one.

Hrosko told the Trustees that over the weekend the new building had some minor flooding in the new bay area. On Friday LaRoy stubbed off an 8" riser and did not think heat tape was necessary on it. On Sunday night it blew and sent a lot of water flooding out. The problem has now been corrected.

Shirley Haar asked the Trustees to think about pool passes this year. Perrysburg City is closing their beach to save money, which will make more of their residents want to use their pool. Last year the Township residents were only sold about 200 passes and this caused a lot of unhappy phone calls to the Township by residents who previously had been able to purchase passes. Granted it is a first come first serve basis but people complained that within the first hour the passes for the township were gone. Haar also said that if you work the day they are sold you have no chance to buy a pass. Haar said she knew it would make people unhappy if the Township quit partially reimbursing residents for pool passes but maybe it wasn't right to spend tax dollars on something that only benefits such a small amount of the residents of the Township. Britten said that if that is all the City limits us to then at least we have those that we can offer. Maybe we should bring it up at a

night meeting so it gets in the paper that we only get so many passes for the pool. Mack said he could see what she was saying that it is only being offered to the first come first served and that you have 200 people happy but maybe 400 more who wanted passes unhappy. Haar asked them to just think about it.

8:20am Deputy Chief Brice arrived

EMS: Deputy Chief Brice gave the Trustees a copy of the Perrysburg Township Fire/EMS Standard Operating Guidelines for Billing and Procedure (copy in file). Brice asked if the Trustees want to move forward with hiring Omni Management & Associates to do the past due billing for Fire/EMS. This is a service that tries to collect out standing past-due accounts and only collects money from the Township if they collect money on the account. The Trustees thought it was a good idea. Brice will have our Attorney look over the wording on the contract.

Mack told Hrosko that out at Belmont the no parking signs have been taken down and wondered if that creates a fire hazard. Hrosko said he would have Gottfried check it out and let Mack know.

8:30am Bob Warnimont and Ken Rieman from Wood County Solid Waste arrived

Warnimont said Mr. Rieman was here to talk to the Trustees about establishing a satellite drop off recycling station at Perrysburg Township. Our current recycling program has grown tremendously and once a month is inadequate. Holding recycling twice a month tends to burn out the help. Mr. Rieman said he was here to propose a different kind of system. Basically it is a two-car garage with equipment in it; a glass crusher, can crusher and 2 down stroke bailers. Everything is then put on a semi trailer then an empty trailer from Solid Waste is brought in to replace the full one. Owens has a satellite station. One of the issues that come up in the Township is where does the labor to do this come from. Mr. Rieman said one suggestion he would have is Community employment services. They service a lot businesses and schools. Woodlane is pretty inexpensive. What is needed here for this to be set up is a space the size of a two-car garage with a way to get in and out and a forklift. There is state grant money out there to help set this up. The Bowling Green Center may actually step up and own the equipment. Britten asked Mr. Rieman what kind of hours he would suggest this is run. Mr. Rieman said it is pretty hard to run a 24-hour drop off for a lot of reasons and he would suggest just running it on set hours on the weekends. The maintenance department would take care of the site during the week, such as loading the bails on the truck. Mr. Rieman said the North Baltimore site is open every Saturday and run by the Shriners down there. Woodlane and CES get paid based on the market and have two trucks of their own. The nice thing about hiring Woodlane is it gives opportunities to people who need them. They always come out with a job coach to do the work so the Township would not have to supply a supervisor for them. They can run the bailers, wire the bails and get them out. They cannot run the forklift to load them on the trailer however. Warnimont said he talked to Gottfried about locations and they came up with a couple of ideas. Britten said he would have no problem with this if we can figure out a few details such as equipment and help. Mr. Rieman said we could probably get grants to pay for 2/3 of the equipment. Britten said the Township only has forks on the backhoe and a bucket on the loader we have forks for, but no actual forklift. Mr. Rieman said he thought that would work. Britten said the problem is the maintenance

department only works weekdays. Mr. Rieman said that the bails could be left next to the trailer and loaded on the trailer on Monday. Warnimont said what he would like to do is go to North Baltimore, take pictures and talk to them. Mack said maybe the old Townhall could be worked on and recycled for this. Mack also said that the Township is looking at garbage pick-up and possibly could have curbside pick-up. Mr. Rieman said if the Township does do curbside pick-up you will notice drop off increases due to awareness. After some further discussion of the satellite drop off, Warnimont said he would do some further checking on this and get back to the Trustees. Mr. Rieman told Hrosko he had some information he could give him on trash removal and will call him

Mack read a letter he wrote (copy in file) to David Miller at the Sentinel-Tribune congratulating him on being named "2008 Outstanding Media Outlet/Best Nonprofit Media Coverage" award. Mack also read a letter (copy in file) he wrote to The Honorable Mark Wagner on his appointment to Ohio's Senate Majority Whip. He also added a PS that said "The Rossford Transportation Improvement District would be appreciative of continued funding for your next cycle should there be any funds available for Transportation Improvements in the State of Ohio." Mack explained that we initially got the funds for that road extension which we want to bring to Lime City because Bob Latta and Randy Gardner put in a good plug for us two cycles in a row.

Hrosko said that on the 19th of December we have a meeting with Timberstone, their attorney, John Donahue, Rex Huffman and Kirk Miller to talk about the road extension.

9:00 Grant Garn arrived

Zoning: Grant Garn told the Trustees he interviewed a number of people to take over Nate's place and narrowed it down to two. These two candidates, Rosanna Violi and Justin McCulloch were then re-interviewed by Garn and Hrosko. Ms. Violi is a first year graduate student at the University of Toledo pursuing a Masters in Public Administration (resume in file). Mr. McCulloch is a senior at BGSU and studying Geography and Sociology (resume in file). Hrosko said he felt the young lady had better staying power and better organizational skills. Garn said he would like to hire both but as he is going to hire only one his choice would be Ms. Violi. LaHote said she looked like she was more qualified and Mack said he was very impressed with her. Britten said he also would approve her and asked Garn how many hours he was looking at. Garn said he would like to hire her for 15-20 hours per week at \$12.00 per hour. **Mack made a motion (seconded by LaHote) to hire Rosanna Violi for 20 hours per week @ \$12.00 per hour.** All Yes Motion Approved As a side note Mack said Garn should have the Police run a background check on her and make sure she has a valid driver's license and insurance. Garn will send all candidates a letter of regret.

9:15am Jason Yeray and Mike Stormer arrived

Mr. Stormer said that over the years we have been talking about 199/Eckel Junction and Scheider Roads and the safety concerns that have been in that area. A couple of years ago we were talking about once Carronade gets punched though creating an intersection down south with 199 and eliminating the Scheider/ Eckel Junction intersection. This was the beginning at looking at something different. The developer was supposed to help with that but since then that has kind of gone away. We have identified that section of 199 as a highway safety program hot spot.

The study done in May looked at intersection at Eckel Junction both north and south of 75 on 199 and showed a couple of recommendations. Mr. Stormer said he came up to talk about that study and to see where the Township stands on relocating Carronade and creating a true intersection with 199. This does open us up to get some safety funds from ODOT. Britten said he needs to talk to Craig Harris and see what his attentions are because he is going to have to get it to the right away line. Mack said if he doesn't have the funding right now to do it because of the real estate market would it have any merit for us to do it now and have a strong lean position on the remaining lots to be sold. Mr. Stormer said another thing we talked about was continuing over to Scheider Rd. Britten said we talked with the School about punching Neiderhouse through and the school was willing to give us at least ½ of that right away. Mack we definitely have a written agreement with the school that says we would not work with ODOT for example, or anybody to re-do Scheider without the School's consent. It was discussed what the school wants to do with that intersection. Mr. Stormer said that in the study that at the intersection of 199 and Scheider, 46% of the crashes involved high school age kids between 16 and 20. The Trustees and Mr. Stormer discusses other intersections that are bad. Britten also said we need to figure out, one way or the other, something to do with Scheider Rd. We either have to extend Carronade through where you are dumping it into 199 or you have to do something with Neiderhouse. Britten said his preference is to extend Carronade. Britten said we should get together with the new School Superintendent and discuss this issue. Mack will call Harris. Hrosko will call the School Superintendent and see if he can set up a meeting with him, Britten, Jones and Stormer. This has to be done soon because the deadline for submitting the grant application by April 30, 2009. Mr. Stormer then told the Trustees the median at 795 and Cedar Creek Business Blvd. is going to be closed in 2 or 3 weeks. This is something the businesses want. This will eliminate left turns there and will make it a right in – right out only. Then they are going down to Oregon Rd. and install a u-turn similar to what is up at 20, where they allow lefts and u-turns out of that one lane. They are going to modify the traffic signal phasing to make it a protected only so they have everybody going the right way. They are going to do some other signal modifications with south bound Oregon Rd. where there is a turn arrow to make a right turn off Oregon Rd. They are going to eliminate that turn arrow to make it a safe intersection. Cars can also exit Cedar Creek Business by going down Ponderosa to Broadmore, to Oregon Rd.

9:45am Mack had to leave

9:45am Linda Wilson and Ken Johnson from Goodermont arrived.

Ms. Wilson talked about a large format Lanier LW324 Wide Format Digital System that can be tied in with Zone Pro. This system would allow Garn to scan blueprints, maps and document into his computer and make a folder that can be accessed through Zone Pro. Mr. Johnson, who is Goodermont's solution specialist, has been working with Steve from Zone Pro to make this work. Ms. Wilson gave the Trustees a brochure on the copier (copy in file) and a sheet showing their review and recommendation of this copier (copy in file). Mr. Johnson and Ms. Wilson discussed with the Trustees how the system would work. The investment to buy this copier system is \$11,863.75 and includes \$500.00 for training. A 60-month lease would be \$0 down and \$249.00 per month (\$14,940.00 Pd). A 36-month lease would be \$0 down and \$339.00 per month (\$12,200.00 Pd). On any of the plans there is a \$400.00 per year maintenance fee. LaHote said with

technology changing so quickly he thought a shorter-term lease would be better. Garn said that he might need a small desktop scanner also. Ms. Wilson said she would price one out. LaHote said we have a new intern coming in who has some organizational background and it would be a good thing to go over this with her.

Hrosko brought up the streetlights and said there were a couple of duplicate roads on the original list. He asked the Trustees to delete the duplicate and add Bates @ Mandell and Simmons @ Ford. This brings the total up to 26. Britten said that since they are going to close the median at Cedar Business Park and 795 we should eliminate that light. We now have a list of 25 lights (copy in file). **LaHote made a motion (seconded by Mack) to have Hrosko give the list to Meg Adams of Toledo Edison and get the process started.** All Yes Motion Approved

10:15am Bonnie Long and Ben Schaffer from AT&T arrived

Ms. Long and Hrosko have been meeting with AT&T on the phone system and the cost has gone up. Ms. Long said some of the reason the AT&T quote keeps going up might be because they have added equipment. Mr. Schaffer talked about the current system, which is a Nortel system, and said it hasn't been updated since 1991 except for the phones themselves, which are only about 7 years old. Under this proposal we would be upgrading the system. We will be able to use the 51 old phone sets but the old voice system called Pioli would be replaced. Mr. Schaffer talked about the new system. He said Chuck Stockmaster, who is their technician would tone and tag all the present cable that is here and reorganize the wiring closets. The telephone cabling system is CAT3 and will support IP systems in the future. LaHote asked looking ahead to the future if we should use CAT5. Mr. Schaffer said maybe since there is already an electrical contractor working on the building maybe the Township should get a quote for running the CAT5 cable. LaHote said that is something to think about. Mr. Schaffer said in addition to what he already mentioned they are lighting protecting all the cables. All users will be trained on the Nortel system. Currently the Township is paying \$400.00 per month on maintenance on this system and that would go away for the first year because of the warranty. However if a phone breaks that is not a new one it would not be covered under that warranty. After the first year the Township would have the option to renew a maintenance contract for 36 months at a cost of \$280.99 per month. The total cost of this system is \$31,019.81 (copy in file). Mr. Schaffer said the best time to buy a phone system is the end of the year. He said we would not have to pay for it this year but if we signed the order by 12-10-08 the price would be locked in. After that date these prices would not be honored and if there was an increase we would have to pay that. Britten asked if these prices were Government Co-Op prices. Mr. Schaffer said the prices were lower than the State of Ohio term. He said this is all on the State of Ohio State Purchasing agreement and they are definitely lower than that. Britten said if it is over the price of \$25,000.00 we have to bid it out unless it falls under that State Purchasing. Mr. Schaffer replied he could give the township a State Purchasing agreement. Britten asked a STS number and Mr. Schaffer said yes. LaHote wondered how that could be done with labor on it and Britten said it might have to be broke down by equipment and labor. Mr. Schaffer said he would email the number. Britten said we had to bring Mack up to speed on this and will get back to him. LaHote asked if we have ever put together a list of what we want the system to do, what we like about this one and what we do not like about it. We might need this if we have to bid it out. Ms. Long said the man from Heritage came out last week and Hrosko redacted the prices off the quote and gave it to him to price out. LaHote said he

would be curious to see what the other quotes are. Hrosko said Teltronics is going to send a bid with all new equipment.

Chief Stribrny stopped in to let the Trustees know that Holiday Park is up for auction.

Britten made a motion (seconded by LaHote) to adjourn into executive session for contract negotiations No further business will be conducted. All Yes Motion Passed

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

Shirley a. Haar –Fiscal Officer

Gary Britten – Chairman