

## Minutes of Department Head December 22, 2008

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

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

**Fire:** Chief Dimick – absent

**Police:** Chief Stribrny said in reference on the bids on the SUV, he would like to read a letter (copy in file) to them. The letter says; “Re; 2009 Full size four wheel drive SUV, with special service package. After reviewing the bids received Monday, December 15, 2008 @ 7:35pm, the lowest bid was not the best bid because it is a product not available. The second bid, which is from State Wide Ford, 1108 W. Main St., VanWert Ohio 45891 the product, is available. It is my recommendation due to the product’s immediate availability, that the vehicle from State Wide Ford be authorized for purchase.” This letter was written by Edward J. Stribrny, Chief of Police and was submitted to Attorney John Donahue. Mr. Donahue stated this was fine. The three bids were; *Reinke Ford* \$26,448.00, *Statewide Ford* \$26,829.00 and *Genoa Motors* \$27,830.00. This will come out of the 2008 budget. **LaHote made a motion (seconded by Mack) to approve awarding the bid to Statewide Ford for \$26,829.00 and to approve the PO for the SUV. All Yes Motion Approved**

Stribrny said the next item brought up was the taxable fringe benefits put on the officer’s checks. Stribrny said his officers were never made aware of what was going to be taxable and when it would come out of their checks. Haar gave Stribrny a copy of a letter (copy in file) that was given to all the employees last December. The letter is signed by all the Trustees and the Fiscal Officer and states what is considered taxable fringe benefits. Haar said she also kept a running sheet on each employee as to what they were taxed on. Haar said she would give each employee a copy of his or her sheet to review. Stribrny questioned why they were being taxed on cargo pants and Haar replied the IRS doesn’t recognize them as uniforms. Stribrny said that wasn’t true, that the Perrysburg Township Trustees authorized the cargo pants as a uniform item. Britten told Stribrny he had to understand Federal Law trumps whatever we do and this is Federal Law. We have no choice. Stribrny argued the law says uniform items that are used for the job and are authorized by the Trustees. Haar said that’s true but they cannot be adaptable for every daywear. Gottfried said his problem with what happened is no one was notified when it was going to be taken out of the checks and this was a bad time of year to take it out. Britten said this should have been no surprise to anyone because it has been talked about through out the year. In fact he himself had spoken at two health insurance meeting attended by the employees on this very thing. Britten went on to say everyone knew it was coming and knew it was an end of the year thing. It was decided that everyone would be given the sheet on what they were taxed on in 2008 and that in 2009 we will decide at what intervals to put the taxables on the checks. Britten said according to the stuff he had at the county level, what they state in it is, if you can wear it to the store it is taxable. Britten said he would get Hrosko to contact the prosecutor for an opinion. Britten also acknowledged that this is something we have not had to deal with all these years and is hard to swallow. Britten said if the employees want to have this taken out quarterly or bi-annual they have to let Haar know. Stribrny, Gottfried and

Brice will get back with Haar on this. What ever is decided will pertain to all departments. LaHote suggested giving the department heads the employees' sheets just before it is put on the checks to avoid any surprises. Haar agreed. Stribrny said he is still waiting to be told what he is to do with the Detective vehicles. After further discussion of what is taxable and what is not and why, it was decided to get the prosecutors to give us an opinion on uniforms in writing. Stribrny asked if we are having a meeting on the 2009 budget so we can discuss the hiring of the replacement officer. Britten said he is still waiting to see the numbers from Sibbersen and whatever information Stribrny can give him. Stribrny said he has four levies currently; three are continuing levies; a 3 mil, a 1.5 mil and a 1 mil. The fourth is a 3-mil five year levy (through 2010). This currently brings in \$3,140,533.11. The budget he submitted was about 4.2 million dollars. He said he already reduced it by about \$500,000.00 making it 3.7 million dollars. If that budget is approved he will only be taking \$500,000.00 to \$600,000.00 out of the general fund in transfers. Stribrny went on to say we are still collecting property tax off areas like Levis Commons and Ed Schmidt that we have lost. Hrosko said that with the agreement we have with the City of Perrysburg, on any commercial properties we have had annexed, we do collect property tax per the Levis agreement. Hrosko went on to say he had a man who is an attorney, come in from Columbus, who happens to be the part of the group who wrote the new annexation wording for the State of Ohio. Under the 2001 rewording and writing of the annexation for the State of Ohio, Townships were to be made whole on residential also. Donahue is checking on this and if it is true we would collect on places like Willowbend. Mack said that would surprise him but he likes the way they think. Britten said he thought that was wrong. Hrosko said he would let them know what Donahue comes up with. Anyway, Hrosko will call Sibbersen to get the numbers. Stribrny said he was just trying to get an officer hired and trained before the retiring officer leaves. Stribrny also said he did not think he could trim any more out of his 2009 budget. LaHote told Stribrny he appreciated what he has already done but with the 3-mil levy expiring in 2010 and the economy the way it is making it a hard sell, we need to be pro-active. Brice said this has been a good discussion but the hardest place to predict is salaries. Someone could get sick or hurt and that would increase overtime. Britten said he agreed and that the easiest place to cut is in equipment. Gottfried said he was working to reduce his budget and already cut a \$150,000.00 dump truck and cut the equipment down to \$35,000.00. He also took his new building out of 2009 at a savings of \$350,000.00. Britten said that was good but everyone needed to continue looking at their budgets. Further discussion was held on ways to cut expenses.

**EMS:** Deputy Chief Brice asked for a \$2,000.00 increase to PO#2008-022 for fuel for December. **Mack made a motion (seconded by LaHote) to approve this request. All Yes Motion Approved**

Brice reported that 501 has some mechanical problems and may have to go to W.W. Williams. Ronnie Bloomfield worked on it but it still has vibrations in it. Bloomfield said it could be in the transmission. Brice will keep the Trustees updated.

Brice asked for an executive session for personnel discipline.

**Maintenance:** Kraig Gottfried told the Trustees that the mileage we certified a week ago included an area we were suppose to deduct. The correct mileage 81.88 rather that the 82.48. We will change the official certification to read 81.88 miles.

To make it official, **Mack made a motion (seconded by LaHote) to amend the Certification to 81.88 miles. All Yes Motion Approved**

Gottfried said on the grade level he was buying from City Blue, he did some checking and found he could buy it from Tremble out of Dayton Ohio at a cost of \$1,676.50 (state bid) saving \$718.50.

**Zoning:** Grant Garn said he is getting things set up for a committee with the Zoning Commission and Board of Zoning Appeals on the Comprehensive Plan and the Zoning Book. The cost of these will depend on how far the Trustees want to go with them.

**Recreation:** Bob Warnimont told the Trustees that Operation Bread Basket went very well and the people were very thankful.

Warnimont said there was a hick-up in the Saturday re-cycling. The group that was scheduled had to cancel but he was able to get some kids to come in and help. The last thing Warnimont said was he wanted to thank the Trustees for the Christmas party and the jackets. It was much appreciated.

**Office:** Shirley Haar asked the Trustees to approve the last check report (copy in file) of 2008. **LaHote made a motion (seconded by Mack) to approve the check report. All Yes Motion Approved**

Haar then asked the Trustees to tentatively pass the 2009 Holiday and Meeting Schedules. **Mack made a motion (seconded by LaHote) to tentatively approve the schedules. All Yes Motion Approved** Haar asked them to look them over and if any changes need to be made, give them to her before the next regular meeting for final approval. Britten said the only thing he could see is he will not be at the April 6<sup>th</sup> meeting.

Haar mentioned that we need to close the rental hall fund and move the monies back into the general fund. This has to be done by motion. **Mack made a motion (seconded by LaHote) to close the account and move the monies (approximately \$1,000.00). All Yes Motion Approved**

Next Haar told the Trustees she would like approval on two transfers;

From Workers comp- Fire	#210-1410-50135	\$5,200.00
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To Salary – Fire	#210-1410-50101	\$5,200.00
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From Workers comp- Fire	#210-1410-50135	\$800.00
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To Supplies – Fire	#210-1410-50550	\$800.00
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**LaHote made a motion (seconded by Mack) to approve these transfers. All Yes Motion Approved**

Haar then reminded the Trustees that at the January 5, 2009 meeting they would need to appoint a new chairman of the board.

**Administrator:** John Hrosko told the Trustees he had a change order quote for Romanoff in the amount of \$4,300.00 to pull the new feeder wires and spare conduit to the new emergency generator. **Mack made a motion (seconded by LaHote) to approve this change order. All Yes Motion Approved**

Hrosko told the Trustees on the wind shirts we ordered we do not have enough of the larger sizes and will have to order more. Hrosko asked the Department Heads to get with their people and get together a list of sizes for him to order and to also get the ones who have not received their shirts over to the office to get one.

Hrosko said since we will be a Home Rule Township on January 1, 2009 we need to hire our Solicitor. He will find out if this person will have to be a W-2

employee or a 1099 misc. recipient. LaHote asked if we have any grace period on identifying the person we want as Solicitor. Hrosko said he thought that when the Trustees got to it, would be ok, but in the meantime we cannot use the Prosecutors office unless we contract with them. Mack said maybe with a Solicitor under contract, instead of paying an hourly fee; we might actually save money on legal bills. Britten asked if we can also contract with the prosecutor's office and use them as well as having a part-time Solicitor. Hrosko said he thought so as long as they do it by resolution. LaHote said the reason he asked, was the Trustees need to come up with a short list, and make sure those people can dedicate the hours we need for this. Britten said we also have to remember we use Paul Skaff. LaHote asked if anyone had heard if Lake was considering Home Rule because if they are maybe we could split the cost of a Solicitor. Maybe this would allow someone to focus on the two Townships full time.

Next Hrosko said the pre-trial hearing on the lawsuit with Perrysburg City is on January 8, 2009 @ 10am at the Court House in Courtroom 2.

Hrosko said he wrote the Resolutions for the Fire levies and had them approved by Attorney Donahue. Next he will ask the Trustees to approve them at the next Trustees' meeting on January 5<sup>th</sup>.

Hrosko said the first paychecks from the new payroll company would be January 2, 2009.

Hrosko asked for an executive session for personnel discipline, personnel Health Insurance contract and the maintenance contract.

Craig LaHote said we need to talk about the new phone system. Hrosko said that AT&T has now told us our current phone system is old and obsolete and needs to be totally revamped instead of added to for the new building. Hrosko said he has three quotes and the thing he sees with AT&T compared to the other two is AT&T supports Nortel and will train our employees to use it. If we decide to go with AT&T the area in the Police station behind dispatch will be redone and all the old wiring replaced. Teltronics is the company that wants to come in and replace everything including all the phones. LaHote went through all the bids and said he is inclined to look at a different solution. He said he has a hard time spending close to \$30,000.00 on a system with AT&T where we get a new processor but continue to use 50 old phones. We would have no warranty on those phones that were bought in 2000 or 2001. The system would still be the old technology and in 4 or 5 years we would be re-visiting this again because the technology would be obsolete. He said he thought if we are going to spend the money we should be looking at IP type phones that connect through a network. That's the way everyone is going and Wood County just put that in. The two top vendors for this are Cisco and ShorTel. LaHote went on to say Teltronics quote was a little higher for the system they quoted but we could probably sell our old system on GovDeals and get something for it. LaHote said if we do spend the money to go with the IP system we would have a much better system and a lot more flexibility to route calls to people's cell phones and do emails. A lot of the technology would be there that isn't going to exist with that AT&T system. He went on to say the Township would be in a lot better position long term if we look at that technology. The price differential is not a true apple to apples comparison. Teltronic's quote doesn't include the clean up of that back room but they would have to do that anyhow because that system is going to require different type of cabling than the phones we have now. Britten said they just put those phones in the Counties shop last week and the price they charged includes some training, which they haven't done yet. LaHote said that Cisco is definitely the Cadillac in terms of price but we can look

at one. LaHote added that in ratings and who is doing well in the market right now, ShorTel is getting very good reviews. One thing that these phones would do is allow the Trustees to have a phone here that automatically gets forwarded to their cell phones and with the ShorTel system the called ID forwards with the call. It definitely would be a different system and it would be real important that the Department Heads are comfortable with the technology. Hrosko said the difference in the bids then for AT&T would be \$29,429.22; the ShorTel system from Teltronics is \$42, 595.00, a big difference. Brice said that is true but you are getting all new equipment and technology. LaHote said that was true but if we can get \$10,000 to \$15,000.00 for our old system it is pretty close to a wash and it would be a much better system. LaHote said that the phones just plug into a network jack, so if you wanted to move your office or take the phone to another area you can. It would just plug into an open network jack. If you have Internet at home the phone could even plug in there. Hrosko said Heritage did not come close to any of the other quotes. LaHote said they probably could have if they had quoted the ShorTel system like Teltronics did. Brice said one of their biggest concerns is that back room and that seems to be being addressed. There is a lot of stuff back there that seems to be abandoned. Hrosko said another thing the system can do is if you have a phone message it can appear on your desktop. LaHote said it even will let you delete the message from your email and that also deletes it from your phone. LaHote went on to say the next step, if the Trustees are receptive to looking at something like that, is to ask a vendor who supports that equipment to quote the changes we need made in the room. Britten said that made sense. LaHote said he would start with Teltronics and have them look at what we have. Hrosko told LaHote all three companies have been through the Police station and gone through everything on a tour. Hrosko said if we go with the IP system it will be all new equipment and all the old stuff will be gone. Stribrny said that when Rex Huffman was here he made a statement that we might be able to use funding the Joint Port Authority for the consul and he wondered if it could do it for the phones as well. Hrosko said he could make a phone call to him and ask. The discussion went on about what the IP phone system can do. LaHote said maybe we should ask the employees what would be on their “wish” list for the phone system to do. Whatever is decided it has to be ready to go live when the new building is completed in May. Stribrny said it would be nice that when he or any department head is away to be able to forward his phone to his cell phone. LaHote said that along those lines, when a call is forwarded to a cell phone and after you have listened to it, you then want to call them back you enter a code and the system routes it through the office so on caller ID it doesn’t show your cell number. Brice said he thought that would be useful. Garn asked if we would have to get special cell phones and was told no, any cell phone would work.

**9:45 Mack made a motion (seconded by LaHote) to adjourn in to executive session for personnel discipline, personnel Health Insurance contract and maintenance contract. No further business will be conducted. All Yes Motion Passed**

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