

## Minutes of Department Head May 11, 2009

**8:00am Meeting called to order by:** Bob Mack

**Roll call:** Mr. Britten, Mr. Mack, Mr. LaHote, Mr. Hrosko, Mrs. Haar, Chief Stribny, Chief Dimick, Kraig Gottfried and Grant Garn (arrived @ 8:10)  
Deputy Chief Brice and Robert Warnimont

**LaHote made a motion (seconded by Britten) to approve the amended agenda. All Yes Motion Approved**

**8:02am Britten made a motion (seconded by LaHote) to go into a brief executive session for a conference call from our labor attorney concerning a personnel FMLA issue. Further business will be conducted. All Yes Motion Approved**

**8:15am LaHote made a motion (seconded by Britten) to return to regular session. All Yes Motion Approved**

8:15 Bid Opening Haar read the following bids for the Misc. roads 2009;

Bowers Asphalt @ \$158,755.79

Gerkens Paving @ \$157,407.75

Geddis Paving @ \$176,268.25

Crestline Paving @ \$193,569.55

Bergman @ \$176,865.10

Shelly Co. @ \$180,085.70

Haar then read the bids for the Intersection of 3<sup>rd</sup> and J streets and the bids for the paving of J Street as follows;

	Intersection of 3 <sup>rd</sup> and J	Paving of J St.
Shelly Co.	@ \$118,711.60	\$57,582.55
Bowers	@ \$81,548.50	\$45,990.50
Crestline Paving	@ \$91,492.00	\$57,784.90
Geddis Paving	@ \$96,661.50	\$56,431.00
Diversified	@ \$100,635.00	\$55,241.00

**Britten made a motion (seconded by LaHote) to approve the bids as read. All Yes Motion Approved**

**Maintenance:** Kraig Gottfried – no report

**Police:** Chief Stribny told the Trustees he received a check on the Ohio Speed Grant program in the amount of \$4,241.27 to cover overtime.

**Fire:** Chief Dimick told the Trustees they did not get the specks on the air bag completed in a timely fashion and asked them to extend the bid opening date until June 1, 2009 @ 7:45. **Britten made a motion (seconded by LaHote) to delay the bid opening date until June 1, 2009 @ 7:45. All Yes Motion Approved**

**Recreation:** Bob Warnimont- no report

**Zoning:** Grant Garn said the Zoning Commission will meet on May 11, 2009 @ 6:00 pm for a site plan review for the rebuilding of the Sunoco Station on Route

20. It seems like after the last informal meeting, the Zoning Commission is acceptable to them leaving the exits and entrances the way they are. Garn said he had a verbal communication from ODOT and they said it is up to our Zoning Commission to decide that issue. Garn then said that after the Zoning Commission meeting there is a Community Master Plan Steering Committee meeting. Garn said he took some pictures of some properties on Glenwood and on Avenue Rd. and he forwarded them over to Attorney Walt Celley. Hrosko said he wanted to mention that on the nuisance stuff, last Friday he, Garn, Dimick, Brice and Celley met and Attorney Celley outlined how this procedure works. Hrosko said it seems pretty easy and once they get it back to Celley, it will be taken care of. Two properties on Glenwood that are nuisance properties were discussed and this is one issue that has been sent to Attorney Celley. Mack asked if this is something we should be looking at along with grass and weed issues. Garn said that is a whole other issue and is coming up quickly. There are a lot of properties in the Township that are being neglected. The Trustees all said that Garn should start getting a list of nuisance properties together for the Trustees to look at. Mack said they need to get started getting these properties taken care of. Britten agreed and said for Garn to get them a list and they will start scheduling hearings on the properties.

**EMS:** Deputy Chief Brice - absent

**Office:** Shirley Haar asked the Trustees to sign the Check Reports (2) and the PO Report. The Trustees signed the reports.

Haar told the Department Heads to start getting together the estimate of revenues for 2010 and get them to Hrosko so he can put them together for the Trustees to approve and send down to the County.

**Administrator:** John Hrosko told the Trustees he had another complaint last Friday about Wylie Trucking making a real mess of Glenwood. Hrosko talked to Lieutenant Pellek and he had already sent someone out there. Wylie made an attempt to clean the road but it was not really clean. Gottfried said he went out there and the road had already been scraped by a back hoe but was "greasy" from the rain hitting the leftover dirt and turning it into mud. They need to have a broom to sweep the road. Several businesses on Glenwood are complaining about the road conditions and the mud being dragged into their places. Gottfried told them Wylie is not being a very good neighbor. Hrosko said he didn't know if we can do anything to make them wash the street off but he will check with Celley about it and report back. Mack said we need to take pictures of the mess and get the neighbors to take pictures. Stribrny said unless we can prove there is a safety hazard he doesn't think we can legally do anything. Gottfried said there are junk trucks that caught fire parked in the back of their property also. Britten said this is why we need to get the entire Township zoned. People need to get on board with getting the entire Township zoned because if this was zoned, this business would never be allowed to go in there.

Hrosko said he wanted to mention that a while back at an OTA meeting, LaHote had made contact with a man from another township about a common carrier for trash pick-up for Perrysburg Township. Hrosko made contact with that man and he had some great ideas. His township has already done this. He said that after they voted to have a common carrier, how much flack did they get from the residents and he replied quite a bit at first. Residents had to comply with it once it was voted in with the exception of businesses and apartment complexes that have dumpsters. The man shared that for \$45.00 a quarter they were getting 3 cans a week plus

unlimited pick up, plus Christmas tree pick up and recycling. Hrosko asked if the Trustees wanted him to keep pursuing this. The Trustees told him to proceed and report back to them.

Hrosko said he put in the Trustees' mailboxes some change orders (copies in file). Hrosko said the one of the last Spieker meeting will be the 14<sup>th</sup> of May. They have started the walk through punch list and the phone system should be in by May 29<sup>th</sup>.

**LaHote made a motion (seconded by Britten) to adjourn back into executive session for personnel discipline and Township real estate. Further business will be conducted. All Yes Motion Approved**

**10:00 meeting with Keith Fournier** from Meyer Hill Lynch on document scanning and archiving. Mr. Fournier said he worked with Lucas County in their GSI department and was director for several years of their GSI mapping program. From there he became the Chief Information Officer for Lucas County in charge of all their computer networking. Then back in 2001 or 2002 they had about 9 different agencies that wanted to get involved in document management and imaging. Each department had their own system that had proprietary software that did not link up with anyone else's. His goal was to stop all the individual programs and establish one centralized program for everyone. About two years ago when he separated with the County, they had over 7 million images in the repository and were putting in 50,000 per day. He then went to work for Meyer Hill Lynch who is a premier computer support and consulting firm that really knows information technology. They have the knowledge and experience to manage new project implementations and provide expert on-going support for critical systems and networks. Their dedication to customer satisfaction and their strong technical expertise provide state of the art solutions for their customers. LaHote said what we need is help setting up a system that is easy to use and efficient. We need help in putting some metrics behind it that are specifically what we need to do instead of leaving that up to the vendors. In particular we need to know how the indexes are going to be set, how the interface to our current zoning software will work and also maybe to even take a look at whether that is the right software to be using. He went on to say that we are going to put these documents in and enter meta tags and we only want to do that once. Mr. Fournier said the first thing to do is to figure out what the Townships strategy is and what is the goal for the next 5 years. This will be a pretty sizeable investment and it should be aimed at that goal. It was discussed if the system should be an internal system with only the employees having access to the data (which would have various levels of security to access) or if part of it would be accessible to the general public. Obviously the information would be able to be printed for public record request. It was also discussed what all types of information would be added to the document (as a tag) such as time it was scanned and by who. LaHote said we have talked to some vendors and even had some demonstrations on systems but they need to be seeing the complete picture of what we need to do. This is where Mr. Fournier expertise could come in. Mr. Fournier described various ways indexes can be set up. Mack asked if there is anything we can do as the largest Township in the County where the information management we are trying to conduct could be married with the Wood County Auditor's site so we are not inventing our own wheel. Mr. Fournier said he has been a consultant for Mike Sibbersen for years and this might be an opportunity to possibly get two or three organizations together to share information. Mr. Fournier talked about setting up the system for Lucas

County and how it works. Mr. Fournier said the one thing we need to establish is what the Townships goal is on imaging, document scanning and record retention and access. LaHote said if we have enough neighbors using Zone Pro who would be interested this type of system and since there will be some cost associated with designing the system maybe we should talk to the County about helping to design the system and be a part of it. Mr. Fournier said that he was thinking that maybe the Township could also speak to the County about using them as a separate repository and tell them you want to just store data images down there. They could use them but also they would be the Townships back up site and it would be inexpensive. Doing a back up on a server is ok but many businesses never check to see if the back ups are working and when they lose data find out the back up never worked. Of course this is down the road away. Garn said that Zone Pro just offered to do back ups for everyone for \$100.00 per year so people don't lose all their data if their system fails. Mr. Fournier said the hardware for the system is the very last thing. If you have a software vendor who needs a specific piece of scanning equipment you need to stay away from that. Essentially you want to be able to say this is my strategy and then pick and choose who is going to do the bank file, who is going to do the infrastructure, who is going to do the equipment, who is going to do the development of the taxonomy and the methodology and also the application and integration. Mr. Fournier described how establishing a non-vendor specific infrastructure is simple to do and simple to use. Mr. Fournier said once you create your strategy, you know what the big picture is and you know what short term tactical is, then go and design what you need to do, then begin the scanning. The imaging and the integration into the system is really two different things. So first you need to look at the strategy then you need to build a list of all the documents that you want, just in concept, to have that and then get into the detailed taxonomy of the departments. Then you need to establish the infrastructure and start the scanning because the last thing you want to do is find out everything you have done so far was wasted. Mr. Fournier asked if anyone had any further questions and how the trustees would like him to proceed. Mack said he thought the Trustees needed to talk among themselves and get a better grasp on their scope. Mr. LaHote asked if that wasn't where we also needed someone to help. Mack then asked LaHote if he was saying we should have Mr. Fournier help us with the scope, or would that preclude him from potentially being a vendor? LaHote asked Mr. Fournier if he would be willing to help with our scope and he said yes. Mr. Fournier then added he doesn't do imaging, he does consulting and infrastructures. So basically from the networking to the servers to the PCs. The imaging and backup recovery and such things are the specialty of Monica Lynch. Besides doing the facilitation of acquisitioning systems, we don't put in software systems. LaHote said that is why he thought Mr. Fournier would be a good choice because he would be a disinterested party as far as the actual scanning system was concerned. In conclusion Mr. Fournier said a couple of things to start with would be the strategy scope and then build a taxonomy for close to nothing. Then reach out to other entities and see if they are interested in joining up. Mr. Fournier said short term he should give the Trustees an estimate to facilitate a quick strategy. Then if the trustees approve, get Kevin to assist in building a taxonomy document. Mr. Fournier said to let him know if the Trustees need any further information or if he can be of any help.

**11:45 Britten made a motion (seconded by LaHote) to adjourn back into executive session for personnel discipline and Township real estate. No further business will be conducted. All Yes Motion Approved**

**Britten made a motion (seconded by LaHote) to adjourn the executive session and adjourn the regular session. All Yes Motion Approved**

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Shirley a. Haar –Fiscal Officer

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Bob Mack – Chairman