

Minutes of Department Head Meeting April 14, 2008

3:00pm Meeting called to order by: Gary Britten

First Roll call: Mr. Britten, Mr. Mack, Mr. Hrosko, Attorney Donahue and Mrs. Haar

3:05pm Mr. LaHote arrived

Mack made a **motion** (seconded by Britten) to go into executive session for discussion of pending or imminent litigation. Further business will be conducted after the executive session. All Yes Motion passed

Mack made a **motion** (seconded by LaHote) to adjourn out of executive session into regular session. All Yes Motion passed

3:35pm – Second Roll Call; Chief Stribrny, Chief Dimick, Deputy Chief Brice, Kraig Gottfried, Grant Garn and Robert Warnimont

EMS: Deputy Chief Brice told the Trustees he got a quote from Federal Signal Corporation on replacing the old tornado siren on the police station when the new tower is installed. They gave us a quote of \$15,532.34. This is with whoever replaces the tower putting the siren on the tower and Federal Signal just coming in and hooking it up and testing it. If they do the actual installation, the cost would then be \$20,132.34. Brice will bring this up Monday night.

Brice said that for the Trustees information he has applied for two FEMA grants. The first one would be for \$160,000.00 for new self contained breathing apparatuses with a 5% match from the Township and the second one is for \$270,000.00 for a new tanker with a 5% match from the Township. Brice said it is hard to get grants for vehicles but one of the criteria they look at is if it is replacing a vehicle that was not originally intended for fire use. Our tanker was originally a milk truck and does not have any baffles in the tank. This makes it unstable and dangerous to drive. Chief Dimick said that even if we do not get the grant we should look at replacing the tanker.

Brice then reported that the aluminum boat sold on GovDeals for \$1,775.00 which was a good price.

The next thing Brice brought up was a request to send an advanced EMT to Paramedic class at Owens. The class would cost \$3,500.00 and is held on Tuesdays and Thursdays. By doing some switching around of his Kelly days we would greatly reduce the cost of overtime to cover him. The EMT also works for another municipality and we are working with them to pay 50% of the cost of the classes. If we do send him through the class he will have to sign a contract to remain with the Township for 5 years. After Brice gets further information he will bring this back to the Trustees.

Brice asked the Trustees for an executive session for the discussion of personnel discipline.

Fire: Chief Dimick reported that although he has not heard anything lately the salesman says the new fire truck is supposed to be built in August. In fact it may even be built sooner because of cancelled orders.

Maintenance: Kraig Gottfried told the Trustees he wanted to give them a heads up about some stone bills they will be seeing from StoneCo because they have started doing some berming.

Gottfried then told the Trustees that the Safety Council is putting on a new program called Backhoe Trainer and he would like to send Joe Schaller to it at a cost of \$395.00 per person. It is going to be held on Chapel Dr. during the hours of 9am to 3pm on April 29th. This will come off his training PO. Gottfried would also like to attend and send two men to a Pavement Preservation seminar at the Holiday Inn at a cost of \$125.00 per person on May 1st from 8am to 3pm. This too will come off his training PO.

Gottfried reported the roadside pick-up is now finished but they are still doing brush pick-up because they got delayed due to rain.

Gottfried then said he has it in his budget to buy a new dump/snow plow truck and will be asking Monday night to be allowed to start the bidding process. He also reported he is still waiting for the ordered dump box.

The next thing Gottfried brought up was a call he received from a township resident living in Inwood about brush pick-up. Gottfried asked Britten if this wasn't private and did we ever go into a private area to pick up. Britten replied we have never had a call from anyone before but she is a township resident and we do pick up on county roads, so therefore we can and probably should pick it up.

Gottfried then said he has a quote from Northwood door on the two entry doors at Station Two. They are \$930.00 each (doorframe, sweeps, locks, weather-stripping and etc) and he will bring this up at the Monday night meeting. Mack asked what we are going to do with that building as soon we will only have a few houses around there that have not been annexed. After some discussion about the building and area Britten said it might be a good idea to sell that building and property at the end of the year.

Police: Chief Stribrny asked the Trustees to put their signatures on the Marine Patrol Resolution #2008-10 that was passed at the last meeting.

Stribrny reported that as requested he found out the mileage on the two Chryslers; one is at 25,000 miles and one is at 13,000 miles.

Stribrny said he did not have any new information on the dispatch radio but will get back to the Trustees on it. Stribrny then talked about some of the problems they are having with 150 range on our radios and wondered if we shouldn't be looking at going to the 400 range. He also said he is having problems with the car to car and may be talking to some one other than Bender. LaHote said when the digital TV kicks in February the whole spectrum is going to change and in two or three years they will reallocate all that stuff. Maybe it would be best to stay with what we got and just change the base station for now. Stribrny will keep the Trustees informed.

Stribrny then told the Trustees that on Monday night he will be asking them to sign a paper allowing Detective Sergeant Rob Gates to purchase his duty weapon for one dollar when he retires. Also on Monday night he will be asking the Trustees to approve moving Lisa Ann Gregg from part time dispatcher to full time dispatcher to replace Marilyn Smith who retires at the end of April.

The last issue Stribrny brought up was the issue of projecting. He said the City of Perrysburg informed him their City does take steps as far as when the officer goes into the arrest mode or into a violation issue. This was researched by Pete Gwyn, who will be sending us the information to look at and is the law.

Stribrny told the Trustee he will be gone next week but Hrosko will do his part of the meeting for him.

Recreation: Bob Warnimont told the Trustees he received three quotes on the fence we talked about at the last meeting at the ball field at station two. They all are for 9 gauge, five foot tall chain link fence 265 feet long. The first quote was from Toledo Fence and is \$3,696.00 installed, the second quote is from JD Fence and is \$3,577.00 installed and the third quote is from Lowe's at \$2,831.46 not installed. Warnimont will get an installed price from Lowe's and bring this back at the Monday night meeting.

Warnimont reported that recycling is Saturday and the recycle round-up is May 3rd.

Zoning: Grant Garn told the Trustees the **Zoning Commission** will be meeting tonight (April 14th) @ 6pm for the following; 1. The Henry Farm 4.8 acres rezoning from R-3 to R-4

2. A site plan review for Perrysburg Tennis Center on Progress Dr.

3. An amended site plan review for Perrysburg Market Center

4. An amended site plan review for a front patio for American Roadhouse

Garn then told the Trustees the **Board of Zoning Appeals** will be meeting tomorrow (April 15th) @ 6:00pm for the following; 1. The building height and the front yard set-back for the Perrysburg Township Police, Fire and EMS additions / building and 2. A 6 foot temporary security fence across the front yard at a house on E. River Rd.

Garn asked for an executive session for the hiring of personnel and land acquisition.

Administrator: John Hrosko said a while back we sent a special session meeting to discuss a lot of issues and now we need to set another one to finish up on a lot of things. Hrosko also said Albers has finished up on the JEDD agreement with the City of Toledo and he would be willing to come up and talk to us. Mack said that on the 23rd after the bid opening might be a good time to do this. Mack also said he thought maybe we should just do a conference call with John Albers so we could avoid paying the 5 hours travel time. After discussion how long the bid opening might take it was decided to pick a different day for the special meeting. After more discussion it was decided the April 28th Department Head meeting will be an administrative meeting (department heads will only attend if they have something that needs to be discussed). The time of the meeting was also move to 2:00pm.

The next issue discussed was moving the Department Head meetings back to being a morning meeting. **LaHote made a motion (seconded by Mack) to change the Department Head meetings to 7am. All Yes Motion passed**

Office: Shirley Haar reminded the Department Heads Bob Schultz is coming tomorrow (April 15th) and will probably want to talk to all of them.

Haar asked for a short executive session for personnel discipline.

Britten told the Department Heads that because the Trustees did not certify the Referendum to the ballot some residents have now filled a mandamus action against the Trustees, Fiscal Officer and Township. This has been turned over to Linda Holmes at the Prosecutor's office and we will keep them informed.

Jeff Buerer from Vetter Design Group came in to discuss the tower bids. Tower Maintenance came in at \$68,125.50 and W.R. Meyers Co. Inc. came in at

\$43,890.00. However low bidder had four irregularities in his bid and the high bidder had one. In the advertisement it stated that each bid shall be accompanied by a Bid Guarantee of 10% of the bid; or a certified cashiers check or letter of credit in the amount of 10% of the bid. It also stated that no bidder may withdraw his or her bid for a period of 60 days after the bid opening

Mr. Buerer said the highest bidden only had one irregularity and that was he made a statement in his bid that his bid was good for 30 days , not the 60 our notice stated. The lower bidder stated his bid was good for 45 days, again not the 60 the notice stated. Specifically in the bid documents the Township requested that any bidder submit to the Township proof of proper liability insurance and provide job references of work performed in the area. The bidder Tower Maintenance provided all of the above and W.R. Meyers did not provided any; no proof of liability or any references. Tower Maintenance's letter of credit from the bank was for \$10,000.00; the letter Meyers provided did not appear to be a bonafide bid bond. Mr. Buerer said he did do some calling around and discussed with a couple of public entities around this area that dealt with both to try to get references on Meyers. No one wanted to go on record with their opinions but in one very candid discussion Mr. Buerer was told the biggest differences in the two contractors is one is a perfectionist and the other tends to cut corners. Hrosko said he called and talked to some one on the two companies and Brice said he had also talked to some one about them.

LaHote made the statement that no matter who does the better job, one did not comply with the bid requirements. Mack said we need to look at both because both have technicalities. Britten said we do have to have a bid bond or letter of credit for 10% no matter what.

5:30pm LaHote made a motion (seconded by Mack) to take a five minute break and to also excuse Mr. Mack who needed to leave. All Yes Motion passed

When the break was over Britten said that they needed to do a little more research. He went on to say he knew that the bid was supposed to be award today but there are still some unanswered questions that maybe we might need to seek a couple of answers from legal council on the bidding process. We need to make sure that was followed by both companies. We hope to then award the bid at the April 21st meeting if we get our answers from legal. **LaHote made a motion (seconded by Britten) to postpone the bid awarding until 7:35 on April 21st All Yes Motion passed**

LaHote made a **motion** (seconded by Mack) to go into executive session for discussion of land acquisition, personnel hiring and discipline. Further business will not be conducted after the executive session. All Yes Motion passed

Mack made a **motion** (seconded by LaHote) to leave executive session and re-enter regular session. All Yes Motion passed

6:10 pm Mack made a **motion** (seconded by LaHote) to adjourn. All Yes Motion passed

Shirley a. Haar –Fiscal Officer

Gary Britten - Chairman