

Minutes of Department Head/ Administrative Meeting April 28, 2008

2:00pm Meeting called to order by: Gary Britten

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

Recreation: Bob Warnimont reminded the Trustees the Recycle round-up is this coming Saturday (May 3rd) and if the Township has any used computer parts to dispose of this would be a good time to do so. Warnimont then asked the Trustee to approve a PO in the amount of \$1,500.00 to cover the Township's cost of the round-up. **LaHote made a motion (seconded by Mack) to approve the PO. All Yes Motion passed**

Warnimont told the Trustees that he was applying for a Solid Waste grant for \$1,000.00 to purchase playground stuff for Starlight Park.

Mack told Warnimont that many townships have unlimited waste collection days each year. The township pays for large roll-off dumpsters for residents to use to dispose of unwanted junk. Of course tires, paint and other "hazardous" waste cannot be put in the dumpsters. This is something we should think about.

Administrator: John Hrosko brought up the subject of increasing our liability insurance with Hylant insurance. If we increased it from the current 5 million to 6 million it would cost an additional \$1,115.00. If we increased it to 10 million it would cost an additional \$10,650.00. After discussing the pros and cons of increasing the insurance, it was decided to consider it further and put it on the agenda for the Monday night meeting.

Hrosko also brought up the renewal of the health insurance with Kaminsky. One of the things we are looking at is changing our insurance program from Aetna to Medical Mutual of Ohio using a dual-option program utilizing the HSA compatible plan and the high level PPO as described in the hand-out from Kaminsky (copy in file). Under the HSA the Township would fund the out of pocket deductible of \$1,100.00 for an individual or the \$2,200.00 for a family to the employee so they can set up a HSA bank account. Out of this account they would then pay their deductibles on office visits, prescriptions, and etc. Once the money is used up in medical expenses, the employee would have no further cost providing the employee stays in network. If all the money is not used in a year it would then carry over for future use. This plan would save the Township an estimated \$130,773.87 the first year based on a 100% enrollment. After discussing the details of the plans it was decided that this package will be given to the union reps and attorneys to go over and then brought back to the Trustees. Hrosko will schedule a meeting with Tim Ayers from Kaminsky, the Union reps and attorneys and the Trustees to discuss the plans.

The next issues discussed were the policies we need to adopt. The first one discussed was the *Tool and Equipment Use Policy* (copy in file). The current version of the policy would allow the loaning out of Township tools and equipment. Britten said he was told by Linda Holmes at a county meeting that the tools do not belong to the Township but to the public and you cannot loan them out. With this in mind the tool and equipment policy will need to be rewritten saying no equipment or tools will be allowed to be loaned out, and no personal use of tools or equipment will be allowed even on Township property. Britten will check with Linda Holmes on how to write this policy and this will be brought up at Monday night's meeting.

Next the revised *Credit Card Policy* was read (copy in file) and the only change that needs to be done is to remove 5th/ 3rd name in-case we should ever change credit card companies. The change will be made and it will be voted on at a Monday night's meeting.

Gary McBride arrived to discuss collective bargaining on a union contract. **Mack made a motion (seconded by LaHote) to go into executive session for discussion of personnel associated with collective bargaining. 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

Hrosko had to leave the meeting to attend a discipline meeting on an employee. This meeting included Hrosko, McBride, the employee and his union attorney.

The next policy discussed was the *Vehicle Washing and Water Use Policy* (copy in file). Britten suggested we add; the washing of any Township apparel is exempted. This change will be made and it will be voted on at Monday night's meeting.

The Flower and Gift Policy was read next (copy in file) and other than the change to the date at the bottom no changes need to be made. It was noted that all the policies have the wrong year on them and need to be updated to 2008. The change will be made and it will be voted on at a Monday night's meeting.

Next the *Injury Reporting Policy* (copy in file) was gone over. There were a few changes suggested; change "Any injury occurring at Perrysburg Township" to "Any injury occurring while working for Perrysburg Township", add after "the injury to" the phrase "their immediate Supervisor and/or the Administrator", change "drug test done within a 24 hour period" to "drug test done within a 2 hour period", and change "under go" to "undergo". The changes will be made and it will be voted on at a Monday night's meeting.

The *Cell Phone Policy* (copy in file) was the next policy discussed. After a lengthy discussion on how to handle personal call charges the following changes are to be made to the policy; change "Any Employee using a Township cell phone for personal use will be charged at the Townships' current billing rate, which under our existing plan is 11 cents a minute for all personal calls made" to "Any Employee using a Township cell phone for personal use will be charged at the Townships' current billing rate, which under our existing plan is 11 cents a minute. This rate is subject to change if the plan is changed. All Employees using a Township plan will be notified if there is a rate change. All minutes used for personal use will be billed at the current plan's rate even if they are minutes used after 7pm or on Holidays and weekends. All Employees using a Township cell phone will be encouraged to add a second personal use line to the Township's phone. All employees will be given their cell phone bill monthly by the Fiscal Officer to review. All personal calls will be marked by the employee and the bill signed by the employee. The bill then will be returned to the Fiscal Officer for processing". The changes will be made and it will be voted on at a Monday night's meeting.

All the policies will be rewritten and given to the unions to read. After the unions have a change to give their input on the policies, any further changes will be made if necessary and then voted on at a Monday night's meeting.

Haar asked the Trustees to ask the Maintenance Department to have any employee who has their own tools at the Township, to make a list of them and file it with the Trustees Office. This list of personal tools would serve as an inventory in case the tools (tool) were stolen or broken. Britten said he would talk to the guys.

The next thing Haar talked about was getting an ID badges for any employee who does not have one and works away from the Township complex. Haar will find out if the Police Department still makes them up. Also the issue of having the Zoning Inspector get shirts and a jacket with “Perrysburg Township Zoning Department” on them was discussed. The Trustees voted previously to allow the Zoning Inspector a clothing allowance for this purpose. Grant Garn will be asked about this. Haar also brought up the subject of the Township giving the Administrator and the two office workers a clothing allowance to purchase Township identifiable apparel. Britten suggested Haar get together with them and get an idea of what they would like and also get some prices. Haar will then bring this back up at a future Department Head meeting.

The last thing Haar asked about was the use of Station @ by the Willowbend Association, who are no longer Township residents. They will be allowed to use it on May 10th because they were told they could and time is short to find another place but this will be the last time. The Trustees will talk to the Chief about this.

Hrosko returned and asked the Trustees to go into executive session for discipline of an employee. **LaHote made a motion (seconded by Mack) to go into executive session for discussion of personnel, specifically for discipline. 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 back into regular session. All Yes Motion passed

Mack said he attended the League of Women Voters meeting about openness of Government. He said there is genuine concern that Government is open to the public and this was a very good even for the public to learn about how Government is being run.

5:02 pm Mack made a **motion** (seconded by LaHote) to adjourn.
All Yes Motion passed

Shirley a. Haar –Fiscal Officer

Gary Britten - Chairman