

Minutes of Department Head Meeting August 25, 2008

7:00am Meeting called to order by: Gary Britten

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

Maintenance: Kraig Gottfried said that he received a bid from Morton Salt (and they are the only ones who did send a bid) for the upcoming season and it is not a good picture. Gottfried said they cut everyone's tonnage. He had requested 3200 tons and they will only give us 1600 tons and the price pretty much doubled; from \$35.54 last year to \$71.50 this year. Gottfried also said we only have 5 days to act on this or they will withdraw their bid and our 5 days are up on 8-26. Gottfried asked the Trustees to approve and award the salt bid. **LaHote made a motion (seconded by Britten) to approve and award the salt bid to Morton Salt. All Yes Motion Passed**

Police: Chief Stribrny talked about the crossing guard and drew the Trustees a picture of how the sidewalks run along that area. Stribrny said there are no sidewalks except at Eckel Junction. It was debated if the crossing guard is actually needed there. Britten said that $\frac{3}{4}$ of the intersection is the Cities and asked Stribrny if he had any idea how many kids are crossed there. Stribrny replied he didn't know. His idea was to start out with the guard there and have her kind of keep track of how many kids there are for the first month or 6 weeks. Then re-evaluate it. Britten said that sounded like a good idea and then notify the City and the parents that the intersection is $\frac{3}{4}$ in the City and we will no longer hire a guard to be there. Britten said we should have Hrosko check with the school to see how many kids from the Township are in that section. LaHote said he thought this was a good idea. Haar said she had talked to Francis and told her to report to work on Wednesday unless she heard different. Francis said she would but either way the board decided was fine with her. Stribrny will call Francis and ask her to kind of keep track of how many kids she crosses a day and tell her the Trustee's thoughts. Stribrny mentioned to the Trustee that nothing has been done with the part-time dispatcher's wages or the part-time police officer's wages and asked the Trustees to consider giving them a raise. Britten asked Stribrny to get them an update on what their current wages are and what his recommendations would be. Stribrny told the Trustees that on Tuesday night he will turn over another check from Northern Boarder Initiative for \$386.68 for overtime reimbursement. Next Stribrny said he was called by ODNR Division of Watercraft and asked if he as a representative of the Police Department wanted to participate in a security conference. On September 12th they are taking the guest on a Canadian Naval ship that is on tour on the Great Lakes. They will be docking in Cleveland but the ODNR will pick them up in Bowling Green and transport them to Cleveland. They will ride the frigate from Cleveland to Windsor. This is law enforcement and security related. The Trustees gave him the ok to go. Stribrny said he had another drug forfeiture for our attorney to sign. We will get 80% of \$5,100.00 from this forfeiture. The last thing Stribrny talked about was the replacement car for the old detective car that is being retired. One dealer doesn't have any police cars but has a red Chevy like he is looking for but this was rejected because of the color. The dealer said he can find another one and the cost would be, depending on the package,

\$17,900.00, \$18,500.00 or \$19,100.00. Charlie's Dodge has Chryslers on the lot and the price would be \$20,145.00 with a limited warranty. Stribrny asked the Trustees what they would prefer and that he knew that with Chrysler in the Township they might prefer that. LaHote said with all things being equal it would be nice to get a Chrysler. But Britten said if there is a couple of grand difference they would have to consider both. Stribrny will check and see what is on the lots and bring the Trustees back prices. Stribrny also told then it appears that the Durango will no longer be an option for the Police department so when ours has to be replaced it will probably be replaced with a Ford.

Zoning: Grant Garn - absent

Recreation: Bob Warnimont told the Trustees he had a request to use the ball field by a Fireman who wants the use it on a Sunday. He will bring this up at Tuesday's meeting.

Fire: Chief Dimick told the Trustees the new fire truck has been released for production and is in the material cutting stage. He said he had an e-mail today that said the cab is being put together.

EMS: Deputy Chief Brice said he will be asking Tuesday to be allowed to attend Ohio Fire Chief Conference September 9 – 11. The cost is \$399.00 and come with the hotel room and all meals.

Brice then told the Trustees that they have narrowed down the candidates to 3. They are all well qualified. He is doing all the checks on them and hopefully will have a selection by the end of the week. Brice said the would actually like to hire two more and could use the second person on a regular shift but also as a float person to help eliminate some overtime. LaHote said he would be willing to take another look at the issue. Britten said this is something they will discuss when Mack is present.

Administrator: John Hrosko – absent

Office: Shirley Haar told the Trustees that when Hrosko made up the non-union wage agreements for everyone they were passed with the wages being retroactive back to January 1st. After they were passed Hrosko said they were supposed to be retroactive back to the first full pay period in January. Haar said she was told by Hrosko that this is how the union contracts read. This makes a difference of 9 days. The reason it is usually done back to the first full payroll is for book-keeping purposes and because it is difficult to do split week pays. Hrosko had the employees sign the Non-Union Agreements and wrote the correction on them. Haar told him the change would have to be passed in a meeting by the Trustees and new corrected agreements printed and signed by the employees. Haar then asked the Trustees if that is how they wanted the retro pay processed and if it was to pass a motion to that effect. After some discussion the Trustees decided that for this year (2008) the pay would go back to January 1st but in 2009 and 2010 the new pay rate would take effect on the first full pay period of January. New agreements will be printed reflecting this change. Haar then asked the Trustees to approve the retro pay and to make it a separate pay run. **LaHote made a motion (seconded by Britten) to approve this request. All Yes Motion Passed** Haar asked the Trustees to approve a Resolution (copy in file) Hrosko prepared. The resolution would be **#2008-20 The Resolution approving the hiring of a**

Storm Water Consultant with the Townships share to cost \$2,800.00. **LaHote made a motion (seconded by Britten) to approve the resolution. All Yes Motion Passed**

Haar told the Trustees the State Auditor asked about where the resolution is and when it was passed that states how large a blanket PO can be made for and how much a PO can be increased by the Fiscal Officer without the Department Head getting the approval of the Trustees. Haar said she could not find any resolutions for this. It was then discussed how much a blanket PO should be made for and it was agreed that \$10,000.00 would be the limit. It was also discussed how much the Fiscal Officer could approve and it was decided that \$1,000.00 would be the limit. Resolutions stating this will be written by Hrosko and if completed passed at the next meeting. If at some later date these amounts would prove to be too low, the resolutions could always be amended.

Next Haar brought up the Rec passes and said that quite some time ago it was talked about changing the charges. Haar had a copy of the minutes where the prices were talked about and said she would e-mail them to all the Trustees to look at. This will be brought back up at the next department head meeting.

It was decided not to do anything about the policies with out Mack present and this will be brought up again at a future meeting.

LaHote asked if we ever found out who asked for the Speed Study on Thompson Rd. Britten said that Chris Waterfield from ODOT emailed him after it was in the paper and said there are 5 things they go by and there is a certain percentage they go by on each one. They way Britten understood it when a traffic study is done by the police and they want to reduce it from 55 to 35, you monitor the traffic. Then say the average speed is 53 mph they then take 80% of that to get the top speed they would grant you. Britten said that didn't make a lot of sense to him so maybe he misunderstood it. Stribrny said he didn't misunderstand it and that is the same issue they discussed with him. That is why their engineers qualified by them have to do the study. Britten said Waterfield told him you only have to do two hours of study and they can be one hour one day and the other on a different day and time period. Britten suggested Stribrny might want to call Waterfield. Britten also said Waterfield told him not to pay for the study. Also Britten said that this is one thing that Home Rule would cover. Under Home Rule the Township would have more say on speed limits.

Stribrny asked if the set hours for himself and his Lieutenant are in effect now or if not will they be notified when they are. Stribrny was told they are not in effect until the Trustees pass that portion of the non-union agreements Tuesday night.

Brice told the Trustees that he has a lot of ambulance bills that either are not collectable or where the insurance company or a lawyer wants the Township to take a reduced amount. Brice cited 7 cases to the Trustees. After listening to Brice it was decided to have Brice contact a collection agency about our bills. Brice said he had talked to one that would try to collect past due bills and only take a percentage if they collected. Britten asked what happens if they cannot collect and Brice said they get nothing and we get nothing. The percentage would vary depending on how old the bill was. Britten said we need to do this. LaHote said they need to work on guidelines on when to stop trying to collect it ourselves and to turn it over. Sharon Kerr came in and explained how she bills, how many times she bills for and how she finally decided to turn "uncollectible" bills into Brice. LaHote said we might consider putting on late fees. Britten said we should think

about that. Brice said if we decide to send bills to collection we need to do it consistently on all bills not paid.

Brice said the lady he talked to said she would be willing to come in and talk to the Trustees. Britten told Tom to arrange it.

Gottfried told the Trustee that Stawser is done micro-surfacing on Tracy, Dunbridge and Latcha roads and that Thompson Rd. and Glenhill are sealed. Britten cautioned Gottfried to make sure when these companies come in and work on the streets to have adequate signage up warning the public. They also should have the 25 mile per hour cautionary signs up also.

8:45am LaHote made a motion (seconded by Britten) to adjourn into executive session for personnel wages. No further business will be conducted. All Yes Motion Passed

9:00am LaHote made a motion (seconded by Britten) to adjourn out of executive session and adjourn. All Yes Motion Passed

Shirley a. Haar –Fiscal Officer

Gary Britten – Chairman