

## Minutes of Department Head Meeting September 8, 2008

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

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

**Police:** Chief Stribrny – absent

**Zoning:** Grant Garn talked about the problem of political signs in the right-aways and asked the Trustees how they would like him to handle them. Should he take them down and bring them into the Township office for the candidate to claim or leave them alone and talk to the candidate. The Trustees advised him to take down an address where the sign is located and then notify the candidate to move the sign. Garn said the Zoning Commission was going to have a meeting to discuss the proposed access road off Thompson Rd. It was decided the date for that meeting would be November 10<sup>th</sup> @ 6:00pm.

Garn asked if he should proceed with getting bids for working on the Comprehensive Plan or wait until after the November election to see if Home Rule passes. Garn was told Home Rule would not impact the Comprehensive Plan and he should continue forward. Garn will ask Feller Finch and Poggemeyer for quotes.

Garn brought up that TMCOG is having a three-day Transportation Summit starting September 15, 2008 at the SeaGate Convention Center. He said there are fire department things, maintenance things and transportation and economic development talks. Garn said he should probably go to at least part of this summit. There was no decision if anyone was going to attend.

**EMS:** Deputy Chief Brice gave the Trustees an evaluation of the cost effectiveness of hiring an additional employee for the fire/EMS department (copy in file). Brice said currently all shifts are at 5 people with Kelly days always being Wednesdays and Saturdays. Right now if someone calls off they go with only having a 4-person crew. If an additional person were hired, he/she would be assigned a shift but would be a floater also. Then if someone were going to be off that person would fill his/her spot. This person would help control the amount of overtime that is worked. As it is now if a shift needs filling the person with the least amount of overtime would be asked first, then it would move up the ranks. If no one voluntarily takes the overtime, someone is then forced in. Part-time employees are also asked to fill the overtime but with fewer part-timers it again goes back to the full timers. Britten stated that he wasn't ready to put on another person and felt that a lot of the overtime created in 2006 & 2007 was due to illness and discipline issues. He went on to say that hopefully that would not be the case from now on and his suggestion would be to try to hire more part-timers. Brice stated that we are getting to the point where more people have been here a long time and have more time off coming to them. Brice felt the overtime would continue to increase rather than decline and that already some people are working enough overtime it potentially creates a safety factor. After some further discussion it was decided to discuss this further in executive session and have an answer for Brice at Monday night's meeting.

**Fire:** Chief Dimick told the Trustees he would like to send the Fire Inspector to Sprinkler Class in November for three days at the Fire Academy in Reynoldsburg at a cost of \$150.00 for the hotel and \$130.00 for classes.

Dimick said he was sent pictures two weeks ago of the fire trucks progression but has had no contact with them since. He will call them for updates

**Maintenance:** Kraig Gottfried reported that this last week he had CamTech out to clean up some storm sewer in Starbright and Oak-Meadows. Britten said that the County would be dipping out the ditch on Oregon Rd. by the outlet where it comes out of Starbright then just a little north of it.

Next Gottfried said that on Saturday from 8 to 12 he would be participating in the "Clean You Streams" project. He is hoping to have a couple of his men volunteer to work it and asked the Trustees if they could do it for comp time. The Trustees said yes.

Gottfried said he received a bill from Strawser on the micro surfacing and it was a little higher than expected. The reason for this is the road is 21 feet wide not 20 feet and it was 1/10 mile longer that measured. This resulted in more material being used and created an over-run of \$9,383.00. Any company that would have come in and did this job would also have run into this overrun. The county gives the measurements to us. We then did some repair work to the area owned by Dan's Truck Refrigeration at Oregon & 20 where Strawser did their staging and billed Stawser \$880.00. This leaves a difference of \$8,500.00. Gottfried will ask for a PO for this amount Monday night.

Pavement Technology's estimate for the reclamite was \$24,000.00 and they came in under it at \$20,460.00.

**Recreation:** Bob Warnimont asked if anyone had received a letter on the park grant and when he was told no; he said he would call them.

Warnimont asked how the construction and the tearing up of the driveway were going to impact the food give away this week. Warnimont was told they were going to have half the driveway open at all time and it should not impact them at all. Gottfried asked if the bay along the north side of the Trustees building was going to be closed because on the drawings it shows that area as grass when the project is completed. The blueprints were brought out and looked at. They do show grass in that area and that will have to be changed.

**Administrator:** John Hrosko said he received a call from Chief Stribrny that on Wednesday the 10<sup>th</sup> the Ohio Association of Police Chief is having a conference at the W.W. Knight Preserve and would like a Trustee to give a welcome to them. Britten and Mack said they could not do it but LaHote said if it was brief he could. Hrosko said he put the JEDD agreement (with maps) with the City of Toledo in the Trustees mailboxes for the meeting Monday night. Hrosko said he also put a letter (copy in file) drafted by John Hilbert stating that associated with the ODOD grant of \$75,000.00 for the improvement of "J" street that they had Mannik & Smith do the stud, with the cost coming in around \$120,000.00/\$135,000.00. The Township would pay the whole bill, get the \$75,000.00 grant from the State of Ohio and receive the remaining balance in full from FedEx. Britten asked if we are already approved for the grant does construction have to start in the same year as the approval. Hrosko said he did not think so but he will check on it and let the Trustees know. Rudolph Libbe is shooting for a March 2009 start.

Hrosko said Jeff Hamons and Matt Zuccarell from Computol came in to talk about what can be done to enhance our system and security. One of the issues is that the

maintenance department is not on the server and should be. This can be corrected by running an underground cable or by going wireless. The other issue is having a separate Internet cable for the Fire/EMS department that would be paid for by the fire department not the Township so during down time personnel could use their personal computers to connect to the internet. This connection would be totally independent of the Township's system. It was discussed what should be allowed to be viewed and worked on during working hours on private computers and what Township computers can be used for. A Township computer policy outlining what can be done on Township computers and also what can be done on private computers while at the Township needs to be written and passed prior to installing the separate line. Hrosko will work on this and hopefully have it for Monday's meeting.

Hrosko said Monday night Stribrny will bring up the Torrence Sound quote for \$12,340.00 for the remote cameras.

Hrosko said he has an all day Bureau of Workers Comp session on Thursday. Then on the 12<sup>th</sup> he has the union attorneys coming in to talk about the initial switch over from Aetna to Med Mutual and also have Tim Ayers to discuss the switch over. After the switch, employees will be given the choice to join the Health Savings plan.

At the meeting Monday night at 7:35 Chuck Stocking is coming in to talk about the preservation of the old jail. Also at the Monday night meeting at 8:00 First Solar is coming in about their possible abatements. There is a possible press conference at 1 pm on Monday concerning the FedEx JEDD.

**Office:** Shirley Haar told the Trustees that at Monday night's meeting she was going to ask the Trustees to declare \$1,757,635.94 as inactive funds. These funds are in three year CDs and the state auditors said they must be declared inactive. Haar mentioned she gave each of the Trustees an email from Linda Holmes regarding nuisance properties (copy in file).

**Mack** said he was looking at some information from TMACOG and it lists Eckel Junction east of 199 as a priority project. If they are going to be doing a bunch of work around there maybe somebody from the Township needs to tell them we are not interested in that connecting to 199. That would be an expensive intersection to improve at the top of the hill and would be totally unnecessary as the plan is to eventually block this off.

Mack brought up that everyone going on the construction site must have a hard hat on and the office should keep a couple of hard hats in it just for that reason.

Hrosko said he would ask the job foreman for a couple to keep in the office. Mack also pointed out that the construction company should be given some advanced notice of voting day so they could possibly free up as much parking space as possible. Another thing Mack brought up was having a site plan and floor plan in ledger size for each of the Trustees and one for the office file and he suggested that Jeff Buerer be asked about making a set of these.

Mack then brought up the fact that since we have finished up the contracts for some of the department heads and since the hours have now been set, maybe the department head meeting should start at 8am instead of 7am. This will be discussed and a decision made later.

The next issue Mack brought up was the problem with the weeds and tall grass along Route 20, which is supposed to be maintained by ODOT. Mack said he wondered if we the Township should try to get the businesses along there to unite and form an association to take care of the landscaping. Gottfried said the

businesses did start taking care of the landscaping on the ditch bank on the south side of the sidewalk but seemed to have relaxed off on it lately. The Township guys do go down and mow the ditch bank in front of Walgreen's and Mossers and in the median at between Simmons and Oakmead because the state doesn't get to it. Also we should reopen the talks about having the access road dedicated to the Township. After discussing the problems with the access road and who actually owns it Garn said he would talk to Warren Terrace and try to get something going.

**LaHote** said he had an email letter from Brenda Schwind (copy in file) concerning a map with Rossford. Britten and Mack both said they would be interested in working on a map for the Township. LaHote will ask her to come to one of our meetings to talk about the map

**Carrie Freshour** from OMNI Management & Associates came in to speak about hiring them to collect outstanding and "uncollectible" debts owed to the Township. She gave the Trustees a proposal (copy in file) to read. Basically they are a collection service that will try to collect outstanding debts based on a % of amount collected. In their original proposal they would charge as follows;

On 0 to 90 days delinquent accounts 20%

On 91 to 180 days delinquent accounts 25%

On 181 days and up 28%

But after discussing how our accounts run it was decided that a flat 25% for all accounts placed with them would be a better way to handle the situation. Ms. Freshour was asked how they locate the people and she told the Trustees they use a lot of methods including white pages, real estate records and online skip tracing such as Lexus-Nexus. They contact neighbors and relatives also. The Township would need to establish how many times a person was going to be billed before the account would be turned over to the collection agency. Ms. Freshour said her recommendation would be to bill three times and then turn it over because the longer you wait the harder it is to collect. After briefly discussing the types of problems we encounter trying to collect, it was decided Ms. Freshour would email new contracts to the Trustees to read and at a future meeting they will make the decision of whether to hire OMNI or not.

**LaHote made a motion (seconded by Mack) to adjourn into executive session for exit conference with the State Auditors and also for real estate. Further business will be conducted. All Yes Motion Passed**

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

**Mack made a motion (seconded by LaHote) to have Midland Title and Escrow, for a cost of \$350.00, does a mean search title search on our fire station property. All Yes Motion Passed**

**Mack made a motion (seconded by LaHote) to change the Department Head Meeting time from 7am to 8am. All Yes Motion Passed**

**Mack made a motion (seconded by LaHote) to adjourn. All Yes Motion Passed**

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Shirley a. Haar –Fiscal Officer

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Gary Britten – Chairman