

Minutes of Department Head Meeting January 10, 2011

8:00am Meeting called to order by Gary Britten

Roll Call: Mr. LaHote, Mr. Britten, Mr. Mack, Mrs. Haar, Mr. Hrosko, Ms. Violi, Chief Stribrny, Detective Sergeant Hetrick, Chief Dimick, Deputy Chief Brice, Kraig Gottfried, Grant Garn (arrived at 8:04) and Robert Warnimont.

Fire: Chief Dimick showed the Trustees a draft of the Mutual Aid Agreement with Wood County and said about the only change they want to make is that if we call in for mutual aid after 8 hours they can charge us. Brice said he thought they were doing this because it would be a way to recoup some of the funds spent on long duration incidents such as the Lake Township tornado. Brice said he and Dimick were talking and it would never be their intention to bill for somebody for that time.

Dimick then said the only other thing he had for the Trustees was the Organizations Constitution & Bi-Laws. Britten said he read it and it was fine with him. This will be brought up at the next Trustee's meeting on Tuesday 1-18-11.

EMS: Deputy Chief Brice – no report

Maintenance: Kraig Gottfried told the Trustees he has received requests to remove the four way stop sign at 3rd & E streets now that we have one at 3rd and D streets. There is no longer a reason for it to be there. Britten said we probably need a resolution to remove it because it is probably journalized. It was discussed why it was originally put there and if we need to keep it there. Mack said there was absolutely no need for it to be there anymore. Britten said he will talk to Ray Huber and see if we need the County to approve the removal of the sign. He will let know Gottfried know.

Gottfried gave Haar the County/Township Agreement to fill out and will bring it up at the Tuesday night meeting for approval.

Gottfried told the Trustees he had a question about some of his part-time snow plow drivers. He said a lot of them are laid off and are on unemployment and he wondered if we could keep track of their hours and then pay them this spring so that we wouldn't interfere with their unemployment. It was explained to Gottfried that even if we held the hours and their check they would be getting paid for services rendered while on unemployment and that would be defrauding the system.

Gottfried said he will be placing an ad with the job description in the paper and on the web site this week. He hopes to be able to hire Bloomfield's replacement the in February or March.

Next Gottfried asked the Trustees what they are going to do with the old town hall. Ideas were discussed about what to do for storage if the building is torn down.

Warnimont said he had a few people comment to him about what a good job the Trustees did in getting the Conner family to clean up the fathers property on Glenwood and that now they should take note and get the old building torn down. It was discussed that there is an old cornerstone on the south west corner and maybe an old plaque in the wall inside that needs to be salvaged. Mack suggested Hrosko contact Architectural Artifacts in Toledo and see what else if anything can be salvaged from the old building. A Resolution will need to be drawn up to demolish the building and Gottfried's budget will need to be adjusted. Mack said that at some point we should talk about just how much we are budgeting for the

roads in light of declining revenues. Britten said it sounds like we are taking a lot of money out of the general fund for Gottfried's budget and we have to start being careful. It isn't like we are getting 4 or 5% interest anymore on investments. He said he realized we want to continue the programs but we need to be very careful taking half a million or whatever out of the general fund. Britten said that revenues are down and probably will continue to be down so it may be that we need to look at putting on a road levy like Lake Township does. Mack said we need to make a list of what roads need to be done and how soon so we can plan for them. Britten told Gottfried that Donna Kirkbridge from Ohio Public Works spoke at the Wood County Township Association meeting last Friday and said only one township in Wood County filed for Issue One money last year. Britten asked Gottfried if there was anything we can submit in fall for Issue One. A couple of projects were discussed and maybe the possibility of collaborating with the County or with the TID/County/Rossford.

Mack said Garn gave him the name of the real estate agent at Danbury Realty that is handling the Sawyer property. Mack said he emailed him and last week received an email back saying Mrs. Sawyer might be interested in talking to the Township about buying some of her property. Britten said this is something we are very interested in.

Police: Chief Stribny told the Trustees the 2000 Ford Explorer has gone to the auction and the 2007 Dodge Charger (with about 23,000 miles) is going to the auction. The confiscated Dodge Dakota pick-up with 119,000 miles is going to the auction as soon as the paperwork on the title is completed. The confiscated 1994 Olds is junk and will be turned over to the Fire department for training purposes. Stribny said they posted Detective Sergeants Hetrick's position internally and today is the last day for interested candidates to apply. He said they have a couple of interested parties. Hetrick is starting the process with Stribny but it might not be completed before Stribny retires. Hrosko asked about the Sergeants position that will be open and was told they have to do Hetrick's position first. Britten said there has to be a very clear and understandable method for promotion that is the same this time and the next and the time after that. Hetrick said he agreed and is working on it. Stribny said he had taken minutes at the Labor Management Committee meeting with their suggestions and he gave them to Hetrick. Stribny gave the Trustees the stats compiled by Sergeant Christie on the Marine Patrol (copies in file) for 2009 and 2010. Britten thanked him for them and said he has to give a speech at the Chamber of commerce on January 19th and will be able to use this information. He asked that any department having information he can use for the speech get it to him by the end of the week. Mack suggested using the newsletter information as well. Mack then asked if this isn't the meeting we try to get all the department heads to attend. Haar said it was on her agenda. Stribny then said he had information concerning the possible \$10,000.00 grant money from Ohio Public Safety for the in car cameras. We are doing the paperwork to submit by the end of the month. He also said there was some question whether the cameras could be moved from vehicle to vehicle and he found out they cannot be. They are permanently mounted in the vehicle. Stribny then said that on Monday when Hetrick brought up the issue of Stribny buying his duty weapon there was no price set. In the past the retiring officer was allowed to buy the weapon for \$1.00. **Mack made a motion (seconded by LaHote) to allow Retiring Chief Stribny to purchase his duty weapon for the sum of \$1.00. All Yes Motion Approved**

Detective Sergeant Hetrick talked to the Trustees and said he and the other officers feel it is time to change uniform vendors. Hetrick gave them several sheets showing a comparison of prices for uniforms from Superior Uniform and Traffic Stop and a letter requesting the change and the reasons why (copies in file). Hetrick said Traffic Stop is a local Wood County business; their prices are lower than Superior's on all but one item and the difference was only 50 cents and the quality of the uniforms is better. This will be brought up at the Trustees meeting Tuesday night.

Hetrick asked the Trustees to give him permission to place an ad in the paper for new hires. The last batch of applications has now expired. The Trustees told him it was ok.

Recreation: Bob Warnimont told the Trustees that every year we put an ad in the paper for Buttonwood for fishing equipment and the last two years we have had no response. This year he has a guy who is interested and Warnimont wanted to contact him and see if he wanted to do it this year. Warnimont asked if we could skip putting it in the paper this year. It was suggested that he post it on the web site for 14 days. Britten told him to figure out when he wanted it on the web and when he wanted it opened and awarded. Warnimont will get with Violi to get it posted.

Warnimont then said he has been talking to a man from Century Turf and he is coming in this week to look at the ball fields and give him a quote to take out the old stone and replaced with a 60/40 mix. It will have to be removed 4 inches deep. Gottfried said the mix is sand and clay from Mississippi and soil. Cardinal will mix the sand and clay with topsoil from Cardinal and we will truck it to the ball fields. The cost is estimated at around \$7,000.00 but Warnimont will update the Trustees on it after this week.

Warnimont said he put the ad in the paper last week with the changes in the recycling.

Zoning: Grant Garn asked the Trustees to approve a Po to Morlock Paving in the amount of \$6,900.00 for the demolition on Lincoln and Jefferson. **Mack made a motion (seconded by LaHote) to approve the PO. All Yes Motion Approved** Stribrny suggested we ask Morlock to use just one way in and one way out to reduce the number of residential complaints.

Garn said there is a Zoning Commission meeting tonight @ 6:00pm to look over the changes including the composting ones.

LaHote asked Garn if he was able to get in contact with the business that had the sign on the corner of 199 and Roachton. Garn said no. LaHote said it was a Black Swamp sign that was on a pole there and he took it down and had it in his vehicle. LaHote added there was still a two by eight nailed to the pole that the sign had been attached to.

Assistant Administrator: Rosanna Violi said she talked to Tony at Morlock and they signed the contract so they are good to go. In a previous conversation she had with them they said they had just signed a big contract so they want to get ours project completed before starting that one. She said it seem like they want to get in and get out as soon as possible. Mack suggested that Violi mention to Morlock to look at the old town hall for a quote. Britten said he would call them because they do a lot of work for the County and they do a good job.

Violi then said that LaHote emailed her about some changes to the web site that Stribrny wanted done and that she asked Myer Hill Lynch about. Meyer Hill

Lynch wants \$2,000.00 to make the changes. Violi said she thought it was a lot of money to spend on getting the calendar to make it easier to update and to link our pictures to Flickr. Hetrick asked if we couldn't maintain the web site ourselves and Violi said this was a matter of writing and re-writing programs. This was tabled for now. Britten said that the County has a full time IT person whose name is Ben Hendricks and wondered if they would like to work with us. Violi will do some checking into this and bring it up at a later meeting.

Violi said the news letter is sent through Constant Contact which we are using on a trial basis now. The monthly cost is \$15.00 for fewer than 500 contacts and \$30.00 for over 500. It was discussed that this would be a good way to have the news letter and other Township information e-mailed to residents. Mack suggested Violi contact home owners associations for residents email addresses that might like to have the newsletter sent to them.

Violi then mentioned the assets tags she researched. She said she can get 500 yellow tags from Century Marketing for \$285.00 plus shipping and handling. After discussing what type they are and other factors it was decided that more research needs to be done. Violi was asked if she could see if they can send a sample of the tags.

Violi said she talked to Tom at Safeway Barricades and he can make the signs for above the doors (Trustees Office, Zoning and Building Services) for \$20.00 each.

LaHote made a motion (seconded by Mack) to approve the purchase of the signs. All Yes Motion Approved

It was talked about again having signs posted at the boundaries of the Township. Britten said we should work on a design and style for them.

Violi said Clemens & Nelson did the job descriptions manual and also the comprehensive manual for policies. She said there just a few policies that are still up in the air and should be addressed. She said we still need to work on the Holiday gift policy, the vehicle disposal policy and the vehicle washing policy.

The Holiday Gift policy just needs an amount not to exceed per gift. Britten suggested we cap the gift at not to exceed \$75.00 and the other two Trustees agreed. Violi will put the policy together to be passed at a future meeting. Next Violi said the draft of the vehicle disposal policy stated 125,000 to 250,000 miles. This was discussed and it was decided that every vehicle had to be decided on a case by case basis. Where one vehicle might be able to be driven for 125,000 miles another vehicle might only have 50,000 miles on it but be way over on hours of service and be ready for disposal. It was decided not to make a policy on this.

The third policy on vehicle washing still needs to be worked on and was tabled for a future meeting. Violi said she thought every department had agreed to the job descriptions and that the Trustees now need to approve them. Brice said that he had not seen them yet so this was tabled to a future meeting.

Violi said a resident had brought in to Hrosko some information on Charter Townships and she gave each Trustee each a copy of it to review. Violi will give the information to Solicitor Celley to review.

Administrator: John Hrosko asked the Trustees for an executive session for employee discipline, contracts and real estate.

Hrosko read some up coming meetings.

Office: Shirley Haar asked who was going to attend the Chamber of Commerce luncheon on January 19th where Gary Britten will be speaking. Mr. LaHote, Mr. Britten, Mr. Mack, Mrs. Haar, Mr. Hrosko, Ms. Violi, Detective Sergeant Hetrick,

Chief Dimick, Deputy Chief Brice, Kraig Gottfried, Grant Garn and Robert Warnimont will attend. Haar will make the reservations.

Haar mentioned that she was asked if the Township will now have to add 12459 Jefferson and 12490 Lincoln (the properties under demolition) to the Townships mowing schedule. Haar was told that the Township does not own the properties so they would only have to be mowed by the maintenance department if someone complains.

Trustee Britten said that at the Wood County Township Association meeting last Friday during the Commissioners talk, as a way to save money, they think all townships should quit road side mowing as often as they do. Tim Brown made the comment that according to the Ohio Revised Code you have to mow three times a year but Britten said he thought it was only two times. Britten said in his opinion mowing is like plowing snow and putting down salt and not something we want to cut. Perrysburg Township mows about four times per season. Warnimont said we receive compliments all the time over how well the roads are mowed especially compared to other townships. Britten said using Lake Township as an example, they start with one guy who mows all summer and he is lucky to get over all the roads twice.

Trustee Mack asked why the Township is not exempt from Wood County property taxes. Haar said when she first started she was told we were not exempt but she would be more than willing to ask again. Haar will get hold of Jill Engle's office about this.

Mack made a motion (seconded by LaHote) to adjourn into executive session for employee discipline, contracts and real estate. Further business may be conducted. All Yes Motion Approved

LaHote made a motion (seconded by Mack) to adjourn executive session and return to regular session. All Yes Motion Approved

Haar said that regular session was entered with Mr. LaHote, Mr. Britten, Mr. Mack, Mrs. Haar, Mr. Hrosko and Ms. Violi present.

Trustee Britten read a letter he received from Habitat for Humanity of Wood County asking the Township for a sponsorship donation. He said there are three levels from \$100.00 to \$499.00 from \$500.00 to \$799.00 and from \$800.00 to \$1,000.00. The money they raise goes to Habitats mission to provide decent housing in Wood County. Britten asked if anyone had any interest in this. After a brief discussion it was suggested that maybe the Township could donate a lot the Township owns to them. Mack will send them a letter.

LaHote made a motion (seconded by Mack) to adjourn regular session. All Yes Motion Approved