

Minutes of Department Head Meeting January 24, 2011

7:30am Meeting called to order by Gary Britten

1st Roll Call: Mr. LaHote, Mr. Britten, Mr. Mack, Mrs. Haar, Mr. Hrosko, Ms. Violi and Lane Williamson

Mack made a motion (seconded by LaHote) to adjourn into executive session for real estate. All Yes Motion Approved Further business will be conducted.

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

8:15am **2nd Roll Call:** Chief Stribrny, Detective Sergeant Hetrick, Chief Dimick, Kraig Gottfried and Grant Garn. Deputy Chief Brice (arrived at 8:27) and Robert Warnimont (arrived at 8:34) were late due to being on a run.

Zoning: Grant Garn – no report

Fire: Chief Dimick – no report

Police: Chief Stribrny told the Trustees this was his last meeting and thanked them for everything.

Mack said he had an update for everyone. He said that last night he met with some of the people from DNR and they continue to be enthused about our Marine Patrol program. Stribrny said the 2010 Annual Marine Patrol report was submitted and was completely approved. Stribrny said that the Marine Patrol program is a very good program and he would encourage Hetrick and the Trustees to continue the program. Mack said the people he met with yesterday told him there continues to be grant monies available and we need to keep this in mind for parks and other stuff. Mack also suggested the Township

Detective Sergeant Hetrick – no report

EMS: Deputy Chief Brice told the Trustees that he would like to go to Columbus February 28th and March 1st for an Ohio EMA Mass Casualty class. The State will pick up the cost of the room and classes. **Mack made a motion (seconded by LaHote) to approve Brice going to Columbus for the class. All Yes Motion Approved**

Brice said he, Sergeant Gross and Chief Stribrny have been working for quite some time on an Emergency Medical Dispatch course. Basically there are two aspects to the course so the dispatchers can better triage the calls when they come in and to be able to give CPR instructions and things like that to a caller. Brice said they would like to hold the two courses here; one in February and one in May. Brice said that we get a slight discount by hosting the class, so the cost would be \$295.00 per person. Brice then said he would like to send the contract to Solicitor Celley for his approval before it is signed. The Trustees said to send it to Celley.

Next Brice read an e-mail (copy in file) from Ms. Brooke Pierce. In her e-mail she states she is a teacher and has been using the fire departments page on fire and safety preparedness for her science class and it has been most useful. She said one of her students found another resource called “Ultimate Guide to Fire Safety” and wondered if this was something the fire department might find beneficial. Brice

said he found it pretty neat that someone is using the information Violi posted on the web site for the department.

The last issue Brice brought up was the synchronization of the clock in the dispatch center. The three consoles in the dispatch center all have different times on them and the phones are different from them. This has caused a few problems and needs to be taken care of. Brice said he met with VASU about this and received three quotes with the cheapest being \$3,364.00. This would write a program that would synchronize all the clocks to the atomic clock. LaHote said there is a program you can buy very cheaply that would do the same thing. It could be put on the server and on individual PCs. After a brief discussion it was agreed that LaHote and Brice would do some further checking on this.

Brice asked for an executive session for personnel hiring.

Maintenance: Kraig Gottfried asked Britten if he had checked with Jason Sisco about the resolution needed to remove four way stop sign at 3rd & E streets.

Gottfried said last week when Solicitor Celley was here he said he could write something up. It was decided to have Celley write it up.

Gottfried said Toledo Edison now has a new procedure to report light that are out. There is a form that has to be filled in and faxed to them. He has some and the Trustees office has some also.

Next Gottfried said we talked about the extended warranty on the elevator at the new fire station some time back and wondered what we are going to do about it. He said elevators are not his field of expertise. Gottfried said he received some quotes from Schindler but needs some one to review them. Gottfried was told the Fire department has someone who is very familiar with elevators who could look them over. Mack said he also has someone in his office that could look them over and could give us some insight on them.

Gottfried said he received a couple of letters from residents congratulating the maintenance crew on their excellent job of clearing the roads.

Recreation: Bob Warnimont told the Trustees they flooded the rink area at Station II for skating.

Warnimont said he has received 3 or 4 request from travel teams to use the ball fields. He said he told them to contact the Perrysburg Little League for scheduling. Britten said he heard through the rumor mill that the person doing the scheduling is charging a stipend for the travel teams to use the field. Britten said if that is the case we have a real problem. Warnimont said he is looking into that right now because he heard it from another person also. He said he will find out what is going on.

Assistant Administrator: Rosanna Violi said she contacted Architectural Artifacts and they will be coming in on Friday to see what can be saved. She said she asked Gottfried to do the walk through with them. Violi then asked if when the time comes are we going to tear it down ourselves and was told we were.

Violi then said she contacted individuals from Lakemont and Oakmont homeowners associations about putting a link on their websites to our newsletter. Paul DeWitt said he would but she said she had not heard back from Linda Suter. Violi also said that the free trial for Constant Contact is going to expire soon and she would like to sign the Township up for it. **LaHote made a motion (seconded by Mack) to sign up for Constant Contact at a rate not to exceed \$50.00 per year. All Yes Motion Approved**

Violi said she attended the BWC Safety training class last week and to be proactive she recommends each employee sign a copy of the Townships Health and Safety

Policy. Violi passed out copies to all the department heads to get signed and return.

Violi then mentioned that the job descriptions have now been reviewed by all the departments and need to be approved by the Board. **LaHote made a motion (seconded by Mack) to approve the job descriptions. All Yes Motion Approved** Violi said that once they are formally written up all the employees will have to sign them.

Next Violi said she contacted Ben Hendricks at the county about the web site and he told her the county is looking to hire a company to develop their web site. Violi said she will do some checking to see who does some of the other entities web sites.

Violi then told the Trustees the policy manual Clemens, Nelson & Associates is nearly completed and they did a good job on it. She asked the trustees to look through it so it can be approved at a latter meeting.

Administrator: John Hrosko told the trustee that the developer of Woodmont Platt III is requesting a lighting district. The actual cost of installing the poles and acorn lights is no longer covered by Toledo Edison so the contractor is going to have the Township put the cost of roughly \$6,500.00 on the lighting district assessments. This will need to be taken down to the county.

Hrosko asked the Trustees for an executive session for employee discipline, real estate and possible or pending litigation with Attorney Walt Celley.

Hrosko said their have been some very good Health Committee meetings. He said we are just waiting to see if the last proposal is accepted and if it is we can then start the actual contract negotiations.

Hrosko read some up coming meetings.

Gottfried said he forgot to mention that he has been looking at some additional areas that need street lights. He said he noticed the area west of Meijer's on Route 20 is dark and wondered if we should look at extending the street lights east. The trustee said it would be worth looking into. Gottfried asked if we need ODOT's approval. This will be looked into.

Office: Shirley Haar asked the Trustees to sign the check report and bank reconciliation report. The Trustees signed the report.

Trustee Mack said that Britten did a very good job speaking at the Chamber luncheon last week.

Mack thanked everyone for the sympathy card his family received when his father-in-law passed away.

Mack made a motion (seconded by LaHote) to adjourn into executive session for employee discipline, employee hiring, real estate and possible or pending litigation. No further business will be conducted. All Yes Motion Approved

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