

Minutes of Department Head Meeting February 28, 2011

8:00am Meeting called to order by Gary Britten

Roll Call: Mr. Britten, Mr. Mack, Mrs. Haar, Mr. Hrosko, Ms. Violi Chief Hetrick, Chief Dimick, Deputy Chief Brice, Kraig Gottfried, Grant Garn and Robert Warnimont. Mr. LaHote was absent

Zoning: Grant Garn told the Trustees that on March 14, 2011 the Zoning Commission will meet for a site plan review on a proposed Medical Office Building for Kingston Medical / Medical Evaluators LLC that will also include offices for Perrysburg Eye Center to be built in Coventry Woods. They may also have to go to the Board of Zoning Appeals.

Next Garn said George Oravec dropped off some plans (copy in file) for a change in Woodmont Apartments. He said there is an apartment complex group that wants to buy phase two. They are proposing all one story apartments, not townhouses and down sizing the number of units. They will have to go to the Zoning Commission and possibly the Board of Zoning Appeals.

Garn told the Trustees that there will be a meeting with Chic-a-Fila on Wednesday at 1:00.

Garn also mentioned that Mike Stokes from the Ohio General Attorneys' Office is coming in to look at the Walgreen Distribution and Fed Ex plans, but he doesn't know why.

Maintenance: Kraig Gottfried gave the Trustees a copy of a proposal concerning shifting job titles and wages (copy in file) along with the current 2011 titles and wages. He said that we have been talking about these job titles and re-doing them and also the pat that goes with them. He said the last time he brought it up there was a questions about the \$4.77 and he said where he got that was, it was what Ron Bloomfield was making above the General Worker's pay rate when he was the Assistant Department Head / Head Mechanic. On the proposal he did away with the Assistant Head Mechanic and made an Assistant Department Head. We have never had a wage for just a Head Mechanic, so he took that \$4.77 and split that. He took the \$4.77 difference from the General Workers and divided it up between the Head Mechanic and the Assistant Department Head He gave the Head Mechanic a \$1.38 bringing his wages to \$26.90 and gave the Assistant Department Head \$3.38 bringing his wage to \$27.91. It was decided to table this until Monday night's meeting.

Gottfried said he narrowed the job applications down to 3 and a committee of three workers was going to interview them. When they have it narrowed down to one person they will get him to come in and talk to the three Trustees.

Gottfried said he received an updated W2 in the mail Saturday and wondered why. He asked what happened to the people who have already filed their taxes. Brice said he also had some employees who received corrected W2s and are concerned about having to pay to have them re-done. Hrosko said that this was the first he heard that they W2's had incorrect wages on them and would contact the Payroll Company. Gottfried said he also saw an increase in his Federal tax withholdings this year and questioned why he wasn't told they were going up. It was discussed that maybe we should send out something to the employees when ever the tax rate changes. It was also discussed why so many errors are being made by the payroll company and that maybe we should consider bringing the payroll back in-house. Hrosko will set up a meeting with the owner of the payroll company to discuss the

issues and to discuss who is going to reimburse the employees who have already filed their taxes and will now incur extra expenses due to the original W2's being incorrect.

Fire: Chief Dimick – no report

EMS: Deputy Chief Brice told the Trustees he is still having issues with the clock synchronization even after installing the program LaHote had him get. This will be discussed again when LaHote is present.

Brice said he had a meeting Friday with Physio Control and they have some new devices out and the hospitals now have new receiving systems to receive our EKG transmissions. Brice said we have tried for years to transmit our EKGs to the hospitals but have never been successful at it. The new system looks like it will work well and will be about \$500.00 per monitor. He said he will get quotes on it. Brice said he will be out of town on 3-1 and 3-2 for the mass casualty training in Columbus.

Police: Chief Hetrick asked the Trustees permission to switch the dispatchers to another clothing vendor. They would like to switch back to Superior Uniform from Traffic Stop because they have a better selection. He will take the money off the blanket PO and make a PO for Superior. The Trustees told him he could do this.

Hetrick then told the Trustees he is purchasing new badges out of the uniform monies to replace the obsolete badges they currently have. He said the Officers will have the option to purchase their old badge. Haar asked him how much they will be paying for them and he replied he didn't have the exact cost but it would be approximately \$35.00.

Next Hetrick told the Trustees that he would like to purchase the CritiCall Pre-Employment Dispatch Test Program at a cost of \$2,195.00. After the purchase there will be a yearly maintenance cost of \$500.00. This program can be used not only for pre-employment testing but also for continuing education. This was tabled until Monday night's meeting.

Hetrick gave the Trustees a copy of an invoice from D.R. Ebel in the amount of \$1,342.41 for switching equipment from Detective Cutis' old vehicle to his new one and adding some new equipment. **Mack made a motion (seconded by**

Britten) to approve the expense. All Yes Motion Approved

Hetrick said they have one quote so far on the squad room and are getting the second quote soon.

Hetrick asked for an executive session for employee hiring

Hetrick said they did sell the old detective car (2002 Ford Explorer) at ABC Auto Auction for \$4600.00 and the old police cruiser (2007 Charger) for \$6000.00.

Recreation: Bob Warnimont told the Trustees the ice rink is done for the year. He said it was well used for the 4 or 5 weeks it was frozen.

Warnimont said when LaHote was back we need to talk about the Little League contracts that Perrysburg gave the Trustees.

Warnimont said the Girl Scout cookies came in this weekend and have already been distributed.

Warnimont told the Trustees when we do Phase 2 of this complex; please do not put in any curbs in the parking lot. It makes plowing very difficult. Also when they were plowing this week they could really see the concrete around the bays is really breaking up. Brice said he had Matt from Spieker come in and he agreed

there is a huge problem there. Brice said he is pretty frustrated that we are almost two years out and still dealing with major problems. He said that either we take them to court or fix it ourselves.

Assistant Administrator: Rosanna Violi mentioned the new newsletter will be published at the end of April and the Department Heads should get her and information they want in it to her soon.

Violi said she and Becky Johnson made up employee packets for new hires. This way all information is in one packet. She asked the Trustees to sign a welcome letter for the packet.

Violi then brought up the issue of our ITT support now that we cannot use Meyer Hill Lynch. She said Mr. LaHote recommended two companies and her and Hrosko brought both of the companies in for a meet and greet. The companies are DMC Technologies and Virtual Technology Group. Both Companies seem to be very good. Hrosko said he liked DMC best and they seemed really organized. Britten said to get some hourly prices from them. Hrosko said that in an emergency we will need to call someone but he will get their prices first.

Administrator: John Hrosko mentioned he received a call from a man who is interested in acquiring one of the lots in Cambridge. He said he also received another call from the Charity Guy who wants to buy the lots we own in the Heights. Brice asked if the property in the heights have been demoed yet and Violi said they have not. She said she had not heard from Morlock and had been waiting to call them until the snow was gone.

Hrosko said the traffic study at Buck and Glenwood would be \$3,722.00 for the Township. Owens, the JEDD and Rossford are all chipping in \$2,000.00.

Hrosko said there is going to be a meeting March 7, 2011 at the Rossford Library on noise mitigation. This is at the same time as the Trustee's meeting so none of the Trustees will be able to attend. Hrosko's wife will attend.

Hrosko asked for an executive session for real estate, pending litigation, and employee contracts

Hrosko said George Oravec, Hrosko and the Trustees will all be at a information gathering meeting at the Commissioners Office on March 3, 2011. This will be posted.

Hrosko reminded the Trustees that at the meeting in the 7th at 6:30 there is a CRA For Kingston and at 7pm there is a public hearing on the Velocity lawsuit.

Office: Shirley Haar – no report.

Brice said he forgot to thank the Board and Staff for working through the health care issues. Having a Trustee attend the last meeting was very much appreciated.

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

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