

Minutes of Department Head Meeting March 14, 2011

8:00am Meeting called to order by Gary Britten

8:00am Roll Call: Mr. Britten, Mr. Mack, Mr. LaHote, Mrs. Haar and Kraig Gottfried

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

8:30am Chief Hetrick and Lieutenant Pellek arrived for executive session for employee hiring. Gottfried left the executive session.

9:15am Solicitor Walt Celley joined the executive session for real estate and pending litigation

9:55am Mack made a motion (seconded by LaHote) to adjourn Executive session and re-enter regular session. All Yes Motion Approved

9:55am Roll Call; Ms. Violi, Deputy Chief Brice, Kraig Gottfried, Grant Garn and Robert Warnimont. Mr. Hrosko and Chief Dimick were absent Solicitor Celley left the meeting

Police: Chief Hetrick told the Trustee they are investigating a possible homicide at Lakes of Woodmont.

Hetrick then said that another defendant in a case has to pay the Township's drug fund a fine of \$630.00. He also told the Trustees the Police department received a Certificate of Appreciation from the Wood County Humane Society for their help with stray animals.

Hetrick then told the Trustees he received a quote of \$11,240.00 for the squad room furniture from Clair David (which is a state bid price). He said he had contacted another company for a bid they did not return his calls. He said he would like to make the purchase out of his IRS drug fund. Britten asked if there was money appropriated out of that fund and Hetrick wasn't sure. This was tabled until he can verify there is money appropriated out of that account. Hetrick was also asked to contact another company and try to get a quote from them.

Hetrick said he also would like to purchase some additional ammo from that same account. He will bring this back up at Monday night's meeting.

Next Hetrick said they need a HD digital recorder for the Detectives to video tape crime scenes and Wal-Mart has generously agreed to underwrite part of the cost of the recorder. We can purchase it for just \$80.00. He will bring this up at Monday night's meeting also.

The last thing Hetrick brought up was the in-car cameras. He said he received a grant for \$10,000.00 to purchase two cameras but we need to purchase them and then get reimbursed for them through the grant. Hetrick asked the Trustees to approve the purchase order to MPH Industries Inc in the amount of \$10,000.00.

Mack made a motion (seconded by Britten) to purchase the in-car cameras for \$10,000.00 with grant money to follow. All Yes Motion Approved

Recreation: Bob Warnimont told the Trustees he received a letter (copy in file) from the Office of Litter Prevention and Recycling City of Perrysburg requesting

the use of our box truck on Friday April 22 from 10 am to 2:00pm. They are holding a Clean Your Files Day in conjunction with Wood Lane Industries. **Mack made a motion (seconded by LaHote) to allow them to use the box truck for their event. All Yes Motion Approved**

Warnimont said that at the Re-Cycle Roundup in May they will not be accepting prescription drugs as there is an event for them the preceding week. Also Best Buy will not be working with the Roundup this year but another company is coming in to help. He said there will be a \$10.00 charge to drop off a TV. They will also be exchanging old mercury thermometers for new non-mercury ones, at no charge. Warnimont then asked the Trustees to approve hiring back Doug Whitner this season to help with the ball fields. Britten said the Trustees hadn't decided on the other issues yet and said they needed another week. Britten went on to say that they had a thing that was brought in to them from the Perrysburg Amateur Baseball / Softball Commission and he is struggling a little bit with it. Britten said first of all he has a real problem with them charging people prior and not even telling the Trustees. He went on to say that now all of a sudden instead of charging them \$25.00 they want to charge them \$50.00, so they can still pocket \$25.00. The second fact is they cut a deal with the City of Perrysburg that they will maintain the fields but they want us to maintain our fields for them. Britten said until we decide if we are going to make an agreement with them he is all for holding off hiring Mr. Whitner. Mack agreed and said maybe they would find out something more enlightening before the Monday night meeting. Warnimont then told the Trustees they still have to get the fields re-crowned soon and that he may not replace the stone after all and if we do it will not be until fall.. He said he has some concerns about the new material and will be doing some further research on it.

Pellek said he saw in the paper Sunday Warnimont was a finalist for the Jefferson Award and wanted to congratulate him. Warnimont said he had just found out he was eliminated. Britten said that he was to be congratulated for getting that far and was very deserving of it.

Maintenance: Kraig Gottfried told the Trustees that he has it in his 2011 budget to replace the mowing tractor and that last Friday they went out to Bay Tractor and looked at them. The Dexter Company who we get the tiger foils from is going to E-mail their book on state contracts. Gottfried said he will bring this back to the Trustees when he gets the prices. He also told the Trustees that the new mowing tractor will replace the 2755, which is a 1991 John Deere. Britten asked if he was going to sell the John Deere or the International and Gottfried said he was going to sell the John Deere. He said he is going to put it on GovDeals and hopes to get \$15,000.00 to \$20,000.00 for it. Gottfried said he printed up a list of the equipment that his department has sold and it is around \$70,000.00. He then asked if this money is put back in the Maintenance's accounts and was told it is.

Next Gottfried said that the high roof at Station II was replaced in either 2006 or 2007 but now the low roof is leaking and will need to be replaced.

Gottfried mentioned that at last weeks meeting the Trustees passed the new wages for Head Mechanic and Assistant Department Head but did not state when the wages would start. He said he thought they would start the Tuesday after the meeting but was questioned about it. Mack said they want to talk to Hrosko about that when he returns from vacation. LaHote said that this was an oversight by the Trustees and that they should state a date when they make a change like that. Britten told him to bring it up at Monday night's meeting.

Gottfried then said he still hadn't been told why the federal tax withholdings went up. Gottfried was told that the rates changed for all employees that pay into PERS and do not pay Social Security.

EMS: Deputy Chief Brice told the Trustees that with the grant money he received from State Division of EMS he would like to buy a new stair chair for one of the ambulance that still has an old one. It will be identical to the two we previously purchased and he thought the price would be around \$22,000.00. Brice will get back to the Trustees as soon as he has the exact cost.

Brice said he received a notice that our flags are to be at half mast in honor of the last World War I Veteran who passed away. Brice said he finally found a web site that sends out notices when flags should be lowered to half mast.

Brice told the Trustees that he just found out that this Friday and Saturday there is a symposium for new Fire Chiefs down at the Ohio Fire Academy and he would like to attend it. He called and he can still get in. The cost is \$263.00 for room and tuition. **Mack made a motion (seconded by LaHote) to approve the request.**

All Yes Motion Approved

Zoning: Grant Garn told the Trustees that tonight the Zoning Commission is meeting but will not have the site plan review on a proposed Medical Office Building for Kingston Medical / Medical Evaluators LLC because they took it off the agenda Friday. They are re-doing some of the plans and will bring it to a future meeting. Garn said George Oravec will speak representing Redwood Development Co. for a minor / major amendment to Lakes of Woodmont Phase II. Garn said that George Oravec also submitted a zoning change incase the Zoning Commission decides it is a major change then it is already set at Wood County Planning. If they decide it is a minor it will then be pulled from Wood County Planning.

The Board of Zoning Appeals will be meeting Tuesday 3-15-2011 and he is still waiting for word from Solicitor Celley concerning the conditional use continuation hearing for Nathan & Emily Alt of Saint Andrews Rd and Jill Zyrek Betts of Saint Andrews Rd. They will also be hearing an Application for a variance for Detroit Outdoor Media Holdings LLC who would like to place a LED billboard at 10630 Fremont Pike. The application for a variance for the medical building on Kensington Lane was pulled off the agenda.

Garn said that Britten called him about a property off Broadway and he went out there Friday. He took pictures of the property which had a very large amount of garbage bags piled up in the yard. He asked the Trustees how they would like this handled and they told him to contact the Health Department.

Garn reported that last week he removed signs in the right a-ways that were for NFL Flag Football and that this week a whole new batch have been put up.

Garn gave the Trustees a punch list of what he has been doing for the last two week and told them if they had any questions to call him.

Fire: Chief Dimick – absent

10:30 Craig LaHote had to leave the meeting.

Assistant Administrator: Rosanna Violi said that Hrosko wanted her to mention that there is a Tax Incentive Review Council meeting on March 16 and Perrysburg Township will be represented by Wade Gottschalk. Hrosko also wanted her to mention that he would like to schedule a Health Committee meeting later this

month after he gets back to talk about changing the Health Savings accounts to a different bank from PNC. Britten said it would have to be on or before the 28th as he will be gone from the 29th until after the 4th of April.

Next Violi said Hrosko asked her to have the Trustees approve the traffic study on Buck & Glenwood that was discussed at a previous meeting. The Township's portion would be \$3,722.00 and Owens, the JEDD and Rossford will all chipping in \$2,000.00. This was tabled until Monday night's meeting when all three Trustees will be present.

The last thing Hrosko asked Violi to present was the fact he will be gone on the 17th and 18th and there are contract negotiations then. He wanted to know if the Trustees wanted Violi to set in and take notes. Violi was told she needed to verify those dates and that one of the Trustees would be sitting in on them. She was also told she would be very welcome to attend and take notes.

Next Violi said that the Township received the figures back from the County and she sent them to the Finance Committee. She said Bill Irwin commented that most the large increases are for equipment and hoped the needs are justified. Beverly Koenig noticed the Township uses multiple suppliers for office supplies and asked why. She suggested it might be cheaper to have just one vendor. It was discussed why this has been done that way and that at one time Haar suggested using only one company. The Police Department use Friends, the Trustees Office and Zoning use Seagate and the Fire/EMS and Maintenance use Office Max. It was decided to do some price comparing and bring this up at a future meeting.

Violi said that DMC Technology Group came in last week and started trying to fix the e-mail problems we are having. We do not have a contract with them at this time but one was written up and sent to Solicitor Celley for approval. He made a couple of minor changes and sent it back (copy in file). DMC agreed to the changes. DMC also agreed to only charge us the same hourly rate we were paying to Meyer Hill Lynch. Violi asked the Trustees to approve signing a contract with DMC Technology Group. **Mack made a motion (seconded by Britten) to sign the contract with DMC Technology Group. All Yes Motion Approved**

Violi brought up the issue of a new Web Site developer and said she had interviewed three groups. She asked the Trustees to go online and view their web sites so we can talk about it at a future meeting.

Violi then brought up the news letter and again reminded everyone that if they have anything for it to get it to her. She also asked if one of the Trustees would write something for it. Mack said he would. Violi asked if she should include something concerning SB5 in the news letter and was told she should not.

Garn said he forgot to mention that the Zoning book is finished and he is just waiting for copies of it and the CDs.

Garn also mentioned that Mike Stokes from the Ohio General Attorneys' Office is come in to look at the Walgreen Distribution and Fed Ex plans, and picked out a number of copies for him make. Garn took them to FedEx to have copied and the cost came to \$168.00. Britten said that the cost should be passed on to him. Garn said they would be. He also said the copies have not been picked up yet.

Warnimont said that he was finishing up the information for the Solid Waste Grant today so it can be sent in.

Hetrick said he forgot to mention that he is going to be changing the Township Police cars from Blue & Gold to Black & White. He told Violi when he has one finished he will take a picture of it and she can include it in the newsletter.

Administrator: John Hrosko - absent

Office: Shirley Haar asked the Trustees to approve buying an inexpensive TV for the Trustees Office so if there was something important on the news or if there was breaking news the office staff could watch it. Britten expressed concern that the TV would be on at other times and if approved, the TV shouldn't be on to watch "Oprah". This was tabled until Monday night's meeting.

Haar then asked the Trustees permission to start getting quotes on replacing the seven chairs behind the Trustee's podium. The current chairs are very old and starting to break. The Trustees said she could get quotes.

Haar then mentioned that the fuel pumps were down for a week from the morning of 2-24-11 until the afternoon of 3-04-2011. The pumps were on manual so there are no pump reading or records of how much fuel was used. Gottfried re-set the fuel pumps on 3-04-2011 and they are working fine now. Brice asked Haar how she was going to figure the fuel bill for the month and Haar said she would have to average it the best she could.

Warnimont said he forgot to mention that there were 1,100 fire fighters in BG last weekend. They had 41 classes over two days and some of them stayed in Perrysburg Township.

Bob Mack mentioned the dinner at Nazareth Hall on April 7th being sponsored by the Wood County Engineer and the Wood County Township Association. He said that anyone who is going to attend should let Haar know by the 28th.

11:00am Mack made a motion (seconded by Britten) to adjourn All Yes Motion Approved

11:00am Mack made a motion (seconded by Britten) to re-enter regular session. All Yes Motion Approved

Britten said he forgot to mention that Thursday night the Health Department had their annual advisory committee meeting which consists of the Chairman of the Board of the Townships. They did not have a quorum; it takes 23 to have a quorum. Since they didn't have a quorum they appointed a committee of five (which is what their bi-laws say to do). The committee of five consisted of; a Trustee, which was Tom McGrain from Bloom Township, a Wood County Commissioner, which was Jim Carter, a Mayor, which was Nelson Evans from Perrysburg, the Secretary of the Council which was Shirley Bostdorff, Fiscal Officer from Plain Township and the President of the Council which was Ken Ault a Trustee from Montgomery Township. They then were the only ones who could vote on anything. They replaced Ken Ault with Trustee Rod Lucas from Liberty Township as President but kept Shirley Bostdorff as Secretary. Bill Ault who works for the Health Department gave a speech on the financials. Britten said there has been a lot of talk the last few months from the Township Association of Wood County on how they spend the money. In a packet they gave out it tells how much each Township gave; they took from Perrysburg Township just over \$27,000.00. They had a lot of discussion on this, and then they made a motion to reduce the monies by 25% for the next year. The Committee voted on it and it was passed to reduce the funding by the 25%. Britten said it sounds like the Health Department will get hold of the Auditors Office and we will be receiving a check back for the 25% of the just over \$27,000.00. Brice asked if the Health

Department wasn't using the money and Britten replied that they were but the Townships, Villages and Cities want to know how they are using it. A lot of them thought they were not being straight up with what they spend it on. This is something that will be looked at again next year and reassessed.

Britten made a motion (seconded by Mack) to re-adjourn. All Yes Motion Approved

Shirley A Haar –Fiscal Officer

Gary Britten - Chairman