

## Minutes of Department Head Meeting March 28, 2011

**8:00am Meeting called to order by Gary Britten**

**8:00am Roll Call:** Mr. Britten, Mr. Mack, Mrs. Haar, Mr. Hrosko and Solicitor Walt Celley Mr. LaHote was absent

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

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

**10:10am Mack made a motion (seconded by Britten) to adjourn Executive session and re-enter regular session. All Yes Motion Approved**

**10:10am Roll Call;** Ms. Violi, Chief Brice, Chief Hetrick, Kraig Gottfried, Grant Garn and Robert Warnimont.

**Maintenance:** Kraig Gottfried told the Trustees the roof at Station II did not need to be replaced but the flashing on it does. Nordmann Roofing gave Gottfried a quote of \$1,424.00. **Britten made a motion (seconded by Mack) to approve replacing the roof flashing at a cost of \$1,424.00. All Yes Motion Approved** Gottfried said he received a call from the County and the turn lane at Thompson and Route 20 paper work is pretty much done and has been approved by the state. Gottfried said that he should have a cost estimate on it any day. Gottfried told the Trustees he put together some sheets on proposed road projects for this year and 2012 and 2013 (copies in file). He said they are just what he is looking at but nothing is etched in stone. With that he would like to get the road projects sent out to bid after he gets that turn lane estimate. He said he might want to throw that in with the road projects as one package. He will bring this back at the next meeting provided he gets the estimate from the County. Gottfried said he has a meeting with the City on Eckel Junction road this week so that might be included this year. For a mill and fill on that road the estimate was \$102,998.75. Gottfried said Reitz Rd. between 199 and Dunbridge, Ponderosa, Broadmoor, Broadstone and Cedar Park Boulevard are pretty much etched in stone to be done this year. Gottfried said that Cedar Park Boulevard and Broadstone will be part of that grant money for First Solar.

The last thing Gottfried told the Trustees was that he had three proposals from Schneider Elevator; \$80.00 per month which cover hardly anything, \$120.00 per month which covers just the basic parts and \$166.00 per month which covers the basic and major parts. Mack asked how much it gets used and Brice said very rarely. Gottfried said with so little use it probably will never wear out but again with little use things dry out and could fail. Mack said he would be inclined to say it should be used a couple of times a month and gamble on it not breaking. Britten said he agreed.

Gottfried asked for an executive session for personnel hiring.

**Recreation:** Bob Warnimont asked the Trustees to approve hiring Doug Whitner again this year to work on the ball fields at a cost of \$1,500.00 for the season.

**Mack made a motion (seconded by Britten) to approve Doug Whitner's hiring. All Yes Motion Approved**

**Zoning:** Grant Garn gave the Trustees a revised map (copy in file) of the proposed Kinston Office Building. The changes they have made have resulted in do deficiencies and so they will not have to go before the Board of Zoning Appeals. Mack said the new plans look much better. Garn said the neighbors are happy with the new plans. Garn than gave them a plan (copy in file) for a cell tower over on West River Road that is going to the Board of Zoning Appeal on April 19<sup>th</sup>. Mack said Garn should contact the City as a courtesy on this.

Next Garn gave the Trustees a drawing (copy in file) showing where FedEx is planning to put up a salt bard. This may have to go to the Board of Zoning Appeals because of the location.

Garn said that last Friday the Ohio Attorney General Office picked up the copies he had made for them of Walgreen's Distribution and FedEx.

Garn told the Trustees he has been working with the Wood County Board of Elections going over the zoned vs. unzoned precincts in the township. This is to insure that the right people get to vote or do not get to vote on particular issues. Next for an FYI, Garn said that he had three new homes this month and may have a fourth coming in Wednesday.

Garn said that Zone Pro sequel is up and running and there is a web site the Trustees can access from home. Garn said he would send them the information on it but the web address is; [www.perrysburgtownship.zpuser.com](http://www.perrysburgtownship.zpuser.com). This will allow them to get on the property screen, see a listing of all the notices for violations that have been sent out, photographs and violation reports and other stuff. Garn said he has a couple of violations to send out but since he is going on vacation next week he will hold off on them. Garn said that one of them is the Mary Cole property on Lime City Rd which may have been taken care of. Another one to think about what the Township is going to do is the Larry Moore property on East River Rd. The house is in very bad shape and we have been dealing with it for five years. This would be an expensive demolition but would probably sell at a tax sale. Also there is a mobile home on Apex Lane (they are also two years delinquent on their taxes).

The last thing Garn said was that the Zoning book is on-line. He said they have already noticed a few things that may have to be added. Feller & Finch went way above & beyond on this project. Garn said they may come back to ask for typing time.

**Fire / EMS:** Chief Brice told the Trustees he would be asking them Monday night for approval on the purchase of a stair chair from some grant money he has. He said he had two quotes on one and the lowest was \$2,668.15.

Brice said he would like to recommend increasing the new volunteer firefighter's minimum 36 hour training to Firefighter One training of 140 hours. Under the 36 hour training firefighters receive no interior fire training but under the Firefighter One training they would receive "live fire" training and interior fire training. The cost is \$250.00 to \$400.00 for the 36 hour training and is \$738.00 for the Firefighter One program. Currently we are sending two to four people per year. Brice will bring this up at Monday night's meeting.

Brice said as far as the issue of the clock synchronization he is waiting to bring it back up when LaHote is present.

Brice said that in cleaning things up they have found some obsolete mobile radios, mikes, speakers, a pump and some other stuff no longer needed. He asked the

Trustees to let him put it on GovDeals. **Mack made a motion (seconded by Britten) to approve the request. All Yes Motion Approved**  
Brice asked for an executive session for personnel hiring.

**Police:** Chief Hetrick told the Trustees that one of the men who allegedly broke into Britten's place is pleading guilty to breaking and entering. Hetrick said the detectives are investigating another suspicious death; this time it is a three year old but that was all he could say at this time.. Hetrick also said they took in \$32,000.00 in a drug seizure.

**Assistant Administrator:** Rosanna Violi said she has been in touch with Bob Muller from Olde Good Things which is a company in New York. They are interested in the tin inside the Old Town Hall. They would come out and remove it. She said she is trying to negotiate the price for it. Britten said that somehow we are probably going to have to sealed bid that. Mack said once we decide what the tin could be worth we could put an ad in the paper requesting bids for the tin. Violi said she would let the trustees know what she finds out.

Violi said that on the demolition in the heights she has left two messages with Tony Morlock and he finally returned her call on March 23<sup>rd</sup>. They had a large project going but will be able to start the demolition on March 28<sup>th</sup> or 29<sup>th</sup>. Next Violi said that the transition with DMC on the computers and the system is going well. They will be sending someone out on the 29<sup>th</sup> to access the system. Violi did say the server went down over the weekend but it is now fixed. The last issue Violi was going to discuss was the web site developers but she decided to table this until LaHote is present.

**Administrator:** John Hrosko asked for an executive session for contracts. Hrosko said he had meetings Thursday and Friday on the deficiencies in the new building. Everyone seems to be stepping up to plate to get the problems corrected. Spieker is going to come in and do a dig on the back tile where the big crack is in the concrete. They hope to find out what is going on there.

**Office:** Shirley Haar said that LaHote had requested that she and Violi go back to the first of the year and make a list of all the issues that have been tabled or are in progress. On the list he wanted to have it noted who was responsible for the task. Haar said Violi and herself put together the list (copy in file). As things are completed they will be crossed off the list. This "action list" will be attached to the agendas each meeting.

Haar then told the Trustees that when they approve Monica Gottfried's promotion to Sergeant they did not state when it was to take effective and also it was passed at the wrong rate. It was passed at \$31.80 which is a Detective Sergeants rate. The regular Sergeants rate is \$31.77. Haar said the Trustees need to amend her rate of pay and set the date it is in effect. **Mack made a motion (seconded by Britten) that effective the start of the next pay period (April 3, 2011) Monica Gottfried's wage will be \$31.77. All Yes Motion Approved**

Haar then mentioned that the Trustees did not set a wage for Chief Brice when he was promoted and this too needs to be done. This issue needs to be discussed in executive session so it was tabled until the next meeting.

Next Haar asked if the Trustees had decided on a starting date for the new wages (which were previously passed) for the Head Mechanic and for the new Department Head Assistant. **Mack made a motion (seconded by Britten) to**

**make the Head Mechanic's and for the new Department Head Assistant's wages effective April 3, 2011. All Yes Motion Approved**

Haar asked the Trustees to approve changing the time of the Department Head meetings to 2:00 because Mr. LaHote cannot make a morning meeting on Mondays due to his new job. **Mack made a motion (seconded by Britten) to change the time of the meetings to 2:00pm starting with the April 11<sup>th</sup> meeting as an experimental measure. All Yes Motion Approved**

**Trustee Mack** said he thought the Township should get a proposition from the Chairman of the Board (Gary Britten) and our Maintenance Supervisor (Kraig Gottfried) that we are requesting assistance from the RTID to help with the funding of the Thompson Rd. turn lane. This should be put in writing and Hrosko and Mack should take it to the next meeting. Mack said he thought they have money and he thinks Rossford is receptive to using part of the funding, which needs to be spent, on that project. Britten asked when the next meeting is and Mack replied it is the 8<sup>th</sup> of April. Mack said he would write the letter and get it to Hrosko.

**11:04am Mack made a motion (seconded by Britten) to adjourn regular session and re-enter executive session for Personnel Hiring, Personnel Discipline and Contract Negotiations All Yes Motion Approved**

**11:47am Mack made a motion (seconded by Britten) to adjourn executive session and to adjourn. All Yes Motion Approved**

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Shirley A Haar –Fiscal Officer

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Gary Britten - Chairman