

Minutes of Department Head Meeting April 25, 2011

2:00pm Meeting called to order by Gary Britten

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

Recreation: Bob Warnimont asked the Trustees to approve a request he received from Make-A-Wish asking to borrow 50 chairs on May 14 for a fundraiser they are having. Warnimont said he would be loaning them the older chairs stored at Station II. After a brief discussion; **Mack made a motion (seconded by LaHote) to allow the chairs to be loaned to Make-A-Wish for one day. All Yes Motion Approved**

Warnimont mentioned there is a joint Fort Meigs Cemetery meeting on May 3, 2011 @ 6:30pm. The Trustees were given a copy of the agenda (copy in file) and Warnimont said they would receive a financial after Wednesday April 27th meeting. Hrosko and Violi will be attending that meeting.

Zoning: Grant Garn told the Trustees he sent out some notices last week. He said one was sent to Mary Kohl and he expects to hear from her attorney on it. He also sent one to Betty Wallace out in the Heights. Garn said he wants to get together with Solicitor Celley on another type of letter on structures so he can start sending them out. Garn said he did send another heads up letter to Mr. Frieze who had a landscaping business on Hufford Rd and he is moving his equipment to Lucas County where he lives. Mr. Frieze also owns a couple of lots on Hufford Rd and they will be residential lots. Mack gave Garn a couple of suggestions on the letters and pointed out a couple of typos so they can be corrected.

Garn said the BZA met last week and because they only had three members present; two of the three groups asked for a continuation until next month. Garn told the Trustees that Stone Gate Villas has started construction on the last Villa.

Britten told Garn that he received a call from a resident on Broadway thanking Garn for getting the garbage cleaned up.

Maintenance: Kraig Gottfried told the Trustees he received a quote from Progressive Sweeping for this season and it is \$7,160.00. He said this is up \$400.00 from last year but a lot of that could be the rising gas prices. Gottfried will bring this up Monday night for approval.

Gottfried told the Trustees the spring brush pick up is done.

Gottfried asked if he would be allowed to get prices for a new pick up (which is in his budget) and use an old truck as a trade in. Gottfried was told this is ok but the trade in must be mentioned at a meeting for the minutes. Britten said the Township use to trade old vehicles in and the County still does.

Police: Chief Hetrick told the Trustees Mr. LaHote sent him a notice on the COPS grant that said we can apply for a COPS grant again this year. Hetrick asked the Trustee's permission to do so. The Trustees told his it was ok. Hetrick said car 412 has 120 plus miles on it and is currently out of service with mechanical problems. It will need over \$800.00 worth of repairs to it and he would just like to swap it out with the new one. The Trustees told him to go ahead and swap it out.

Hetrick said he finally received a second quote for the same specks on the office furniture. He received one from McNerney and it is half the cost of the one from Clair David's. He will bring this up at the Monday night meeting.

Hetrick asked for an executive session for personnel hiring

Fire / EMS: Chief Brice asked the Trustees if they had given any more thought to spouses/families being able to use the work out facilities. He said he is being asked about this a lot. Hrosko said this is something we still need to do further checking on with our insurance company. It was then discussed that if an employee was hurt while working out if he/she would be covered under workers comp. Britten said he thought this would have to be judged case by case through BWC. He said he supposed that if it happened while they were on duty, it would be covered and if they were off duty, it probably would not be covered. But again only BWC could determine that. Hrosko will make a call to BWC. It was discussed if it would be a good idea to allow families to use the facility or possibly just spouses. It was pretty much decided that if the Trustees allow anyone other than employees to use the facilities it would just be spouses. Mack suggested that Solicitor Celley put together a "hold harmless" release for everyone to sign. Hrosko will check with the insurance company on this issue.

Next Brice told the Trustees he will have the new ambulance billing resolution ready for them Monday night. Brice also said he would be asking the Trustees to approve the purchase of radio chargers for the trucks for the eight 800 megahertz radios. These run, depending on the type needed, between \$85.00 and \$350.00. Brice said he is looking at dry suits for his department for river rescues. He said he is looking to purchase four of them. He thought they were about \$525.00 each. He will bring this back up when he has the exact cost.

Brice told the Trustees he had a computer monitor die over the weekend. LaHote said he thought there was a spare monitor Brice could use. This will be checked into.

Brice then said that he discovered Perrysburg City and Rossford both use Toledo threads on hydrants. Perrysburg Township uses National Standard threads. Brice said he will have to purchase some adapters for the trucks at \$180.00 each. He will bring this up Monday night.

The last thing Brice mentioned was that on April 26th at 5:00am there is going to be a complete power shut down in the Fire Safety building. Because of the power outage last week it was discovered the back up systems are not working properly. The old transfer switch is back in the old grinder pump room and it may have gone bad. Romanoff will be here to monitor and assist in the shut down.

Brice asked for an executive session for personnel hiring.

Assistant Administrator: Rosanna Violi said she has been in touch with Bob Muller from Olde Good Things again and they are still interested in the tin inside the Old Town Hall. She said she received an email from him and he explained that times are hard and they wouldn't be able to purchase the tin but they would come and take it down. She then asked how we should proceed. Mack suggested that we put out a public notice for someone to bid on the scrapper's rights to the tin. Britten and Gottfried discussed how the walls have been patched up and how bad the foundation is in the building. It was discussed it is just too dangerous to have someone come in and try to remove the tin just for scrapping. It was decided to have the cornerstone removed and then to have the maintenance department knock it down. Warnimont said there was a plaque or something on the east wall that

should also be saved. Gottfried will look into that. The Trustees told Gottfried to proceed with getting roll off dumpsters and tear the building down.

Violi brought up the issue of replacing the chairs behind the podium in the meeting hall. She said she sent out requests for information and prices on office chairs. Bio-Fit come in with some samples of chairs and that there was one everyone thought was the best. Violi then sent the specs of that chair to American Interiors, who was the only other company to respond to her. They do not carry that exact chair but have one similar to it and gave us a quote for it. The Bio-Fit chair was quoted at \$401.37 to us, which is under the State contract price of \$424.98. The chair from American Interiors came in about \$5.00 less but they would add shipping to their cost. Violi said it was also talked about moving the green chairs from the small conference room to the large meeting hall and replacing all the small conference room chairs. The green chairs would go behind the Trustee's podium and at the Department Heads table. Britten said he did not want to replace all the chairs but just the 6 or 7 ones in the meeting hall. Haar also mentioned that Hrosko's chair is in bad shape and should be replaced. Mack asked Violi to check on how the backs of the chairs were made because there is limited space behind the podium. Violi will check on this.

Violi told the Trustees that she had been contacted by Deb Winters who is the transition coordinator at Penta about students who need internship hours. These would be unpaid interns who could do some of the scanning. Violi asked if she could go ahead and arrange this. The Trustees told her it was ok.

The last thing Violi told the Trustees was that she received the web site developer's contract and sent it to Solicitor Celley to look over.

Administrator: John Hrosko told the Trustees that Stan Morris from Deferred Comp was going to be in the office on Wednesday 4-27-2011 for anyone to come in and talk to. Hrosko also mentioned a couple of upcoming meetings.

Hrosko asked for an executive session for contracts.

Office: Shirley Haar said that at the last meeting it was approved to place a one page ad in the "Progress" section of the Messenger at an early bird special price of \$200.00. Haar said that once she looked at the invoice she saw that for a whole page ad like the Township had last year the cost was actually \$500.00. **Mack made a motion (seconded by LaHote) to amend the motion from the last meeting from the cost of \$200.00 to \$500.00 for the ad. All Yes Motion Approved**

Violi said she forgot to mention that the policy manual still has not been approved and this needs to be done. She suggested having a meeting just for this purpose. It was decided that the Department Head meeting on May 23rd @ 2:00 would be an administrative meeting to review the policy manual.

3:00pm Solicitor Walt Celley and Wood County Engineer Ray Huber arrived at the meeting.

3:00pm Mack made a motion (seconded by Britten) to adjourn into executive session for Real Estate, Pending or possible litigation, Personnel Hiring and Contract Negotiations All Yes Motion Approved No Further business will be conducted.

4:15 Bob Mack had to leave the meeting

4:30pm Solicitor Walt Celley and Wood County Engineer Ray Huber left the meeting.

5:17pm LaHote made a motion (seconded by Britten) to adjourn executive session and to adjourn. All Yes Motion Approved

Shirley A Haar –Fiscal Officer

Gary Britten - Chairman