

## Minutes of Department Head Meeting May 9, 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, Lieutenant Pellek, Kraig Gottfried, Grant Garn and Robert Warnimont. Chief Hetrick was absent

**2:05 Road bid opening** Haar opened and read the sealed bids as follows;

Gerkens Paving; \$434,285.50

Bowers Paving; \$468,815.00

Crestline Paving; \$509,041.75

Shelly Company; \$433,981.15

Kokosing; \$508,698.35

**LaHote made a motion (seconded by Mack) to approve the bids as read. All Yes Motion Approved**

Britten said that the bids will be looked over to make sure everything is all right with them and bring them back up Monday night.

**Maintenance:** Kraig Gottfried asked the Trustees to approve a "Then & Now" PO to Safeway Barricades in the amount of \$1,000.00 for signage. **LaHote made a motion (seconded by Mack) to approve the PO. All Yes Motion Approved** Gottfried said that on the action list under additional street lighting for Route 20, Hrosko was supposed to contact Toledo Edison and asked what the status of that was. Hrosko said Toledo Edison has it in engineering and will get us some cost. Gottfried also mentioned on the action list it still lists the elevator maintenance and on this it was decided to just take our chances and not take out a maintenance contract. This will be taken off the action list.

Next Gottfried asked if there were any receipts for the mowing done last season on the Butler and McCarthy properties. Haar said that under advice from legal council Butler was not being required to pay the invoice (there was a mix-up on the notification process). Haar said McCarthy paid his invoice and she would get Gottfried a copy of that receipt.

**Fire / EMS:** Chief Brice told the Trustees the new tanker truck is done and it should be delivered sometime this week or next week. Brice explained that he asked Haar to write a check and have it signed at this meeting as the truck has to be paid for when it is delivered. The Trustees signed the check. Brice then brought up selling the old tankers. He said he had some interest from a fire department on one of the islands in Lake Erie and from Owens Community College. He said he thought Owens would want to swap training for the tanker but he wasn't sure that worked out so well last time. Brice said we could also put them on GovDeals. Britten said he thought they would be worth something and that GovDeals would be the best place to sell them. All three Trustees agreed to have them put on GovDeals.

Brice said that under old business, on the radio chargers, they were able to come up with an alternate way of doing them. This means this will cut the cost significantly as they will only need three of the less complex chargers. He will be able to just take them off a blanket PO now.

The last thing Brice brought up was the two spare bedrooms at the station that have never been furnished. Brice said that more volunteer firemen are starting to stay at

the station overnight and he needs to furnish the bedrooms. Brice told the Trustees he will get prices on furnishing them and bring it back at a future meeting.

**Police:** Lieutenant Pellek told the Trustees he needs a PO for \$3,000.00 made out to Traffic Stop for uniforms for the new hire.

Pellek also told the Trustees they are changing over the black and white cruiser with the equipment from 412 (which is out of service). He said the lowest quote to do this was from Statewide @ \$2,776.00 and this will be taken off a blanket PO. Mack said he saw they have a letter from Rob Armstrong that was addressed to the Chief Hetrick concerning when the Governor came to town on Senate Bill 5. In the letter it said that there was a situation with some protestors that our department handled and that the department handled it ever so professionally. Pellek said that initially the department was not contacted by anyone but he found out from a fax from the union that a big rally was planned for the protestors. Pellek said he called Rob Armstrong who said the Governor was going to be there for NORRAD. Pellek told him he would have officers there in case of problems. Pellek said it worked out and they only had a few the Police Department had to escort out. Pellek asked for an executive session for personnel hiring

**Recreation:** Bob Warnimont asked the Trustees to sign a PO request in the amount of \$1,850.00 made out to the City of Perrysburg for the recycle round up. The Trustees signed the PO request.

Warnimont brought up the issue of the recycling cans for the office and said if we use Solid Waste money to purchase them they have to be made out of recycled material. Mack said he thought the ones he saw at the store were. Warnimont suggested that he and Hrosko go to the store next week and look at them.

Warnimont then brought up the re-crowding of the ball fields. He said we are still waiting to see if we can get any #10 stone to do it with. He said that so far all the #10 stone is going out to the Route 24 job.

Warnimont said that the re-cycle round up went very very well Saturday.

**Zoning:** Grant Garn told the Trustees the Islamic Center would like to put up a banner across the road, like they do in Perrysburg City, advertising their annual festival. It was discussed that they cannot attach it to utility poles and possibly they could even put up their own poles to support it. Mack said he would be open to suggestions on how to put it up and had no problem with them putting it up as long as it is well above the road. Hrosko will call John Alexander to see how the City handles this.

Garn said the Zoning Commission will be meeting on May 10, 2011 and the Board of Zoning Appeals will meet on the 17<sup>th</sup>.

Britten asked Garn if he had heard anything from the City on the issue of the cell tower on River Rd. Garn said he had only received a thanks for sending the information email. It was suggested he re-contact them as a courtesy asking them if they approve or disapprove it. Garn said he would contact them.

Garn gave the Trustees a copy of some information (copy in file) on the new Zoning web site. He explained what all they can look up on a property including recent permits, Zoning records and violations.

Garn said he was forwarded an email from Hrosko concerning a house on Apex. This property is in foreclosure and is boarded up. Garn will look into this.

**Assistant Administrator:** Rosanna Violi gave an update on the newsletter that went out. She said that of the 94 people who requested it emailed to them 74 have opened it so far.

Violi told the Trustees she is still getting prices to compare on the office supplies. She will then do a spread sheet comparing the prices from Seagate, Staples, Friends and Office Max. When it is completed there will be a meeting with the Department Heads to discuss the findings. Britten asked to be included in that meeting.

Violi said that tonight the Trustees were given a chance to compare the two office chairs that are being considered. The Bio-Fit chair was quoted at \$401.37 to us, which is under the State contract price of \$424.98 and the black leather chair from NBS was quoted at \$442.20. LaHote said that either one was fine but he liked the mesh back on the Bio-Fit chair better. Britten said he like the feel of the Bio-Fit chair best. Mack said he was indifferent. Violi said the cost for seven chairs from Bio-Fit is \$2,809.59. This will be brought up at Monday night's meeting.

Next Violi brought up the idea of purchasing either Sprint Netbooks (@49.99 for a Dell mini1012 netbook or Dell 11z Notebooks @ \$149.99. She said that when large documents are being brought up to be approved, we currently have to print multiple copies of them. With the Netbook/Notebooks we could just download them and save a lot of paper. If wireless internet connectivity is desired the Township could get overdrive service for a \$40.99 monthly charge. This will be brought up at a future meeting.

Violi asked for an executive session for contract negotiations

**Administrator:** John Hrosko told the Trustees that it looks like contract negotiations are about over so he will set up some FMLA training sessions soon. Hrosko said he had received an email from Anita Serda from Perrysburg Heights Community Center again concerning the Township helping them out financially. Hrosko said he emailed her back requesting she call him to set up coming to a meeting, with their financial papers, to talk the Trustees. Hrosko said so far she has not responded.

Hrosko told the trustees he had heard from Brooks Insurance on the issue of spouses using the work out facilities. They said they didn't have a problem with that but thought the spouse should sign a waiver. Brice said there are still some liability issues that will need to be worked since the Fire/EMS building is a secure facility. Brice stated that in his opinion if a spouse is there the employee needs to be there also. It was then discussed that since Fire/EMS are on 24 hour shifts, could a spouse could be working out with the employee when the employee is on duty. It was suggested that maybe this should be an after hours activity. Brice will talk to the employee who was "lobbying" for spouses to be able to use the facility about possible rules.

Hrosko then mentioned that on May 19, 2011 the Safety Council of Northwest Ohio will be holding their 57<sup>th</sup> annual awards banquet and that Perrysburg Township is receiving two awards. He also said Jim Tichy will be speaking on Honor Flight. Hrosko said he would not be able to attend but asked Matt Huffman (who was the second township representative) to attend and he said he would. The cost is \$35.00 per person. LaHote also said he would like to attend.

Hrosko also mentioned a couple of upcoming meetings.

**Office:** Shirley Haar told the Trustees that when Pellek spoke he mentioned a PO for \$3,000.00 for the new hire's uniforms but the PO was never approved. Britten asked Pellek when he would need it passed and Pellek replied that they want to

start ordering the uniforms right away, so the sooner the PO could be approved the better. **LaHote made a motion (seconded by Mack) to approve a PO for \$3,000.00 made out to Traffic Stop for uniforms for the new hire. All Yes Motion Approved**

Haar reminded the Department Heads that bills have to be in the office by Wednesday afternoon to be processed for the next meeting as she is going to be out of the office starting Friday. Haar also told them to turn their agendas for the Monday night meeting into Violi this week.

**LaHote** said that he receives power outage alerts on his phone and suggested adding Hrosko to the list to receive them. Brice and Gottfried will also be added to the list.

**Violi** said she forgot to mention the DMC is coming in Wednesday to talk about the switch from Norris to TAC.

**Britten** mentioned that on the 18<sup>th</sup> of May there is a Health Department meeting to vote on the new doctor to the board. He said he will be attending.

**3:15pm LaHote made a motion (seconded by Mack) to adjourn into executive session for Personnel Hiring and contract negotiations All Yes Motion Approved Further business will be conducted.**

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

Pellek asked the Trustees to approve hiring Dustin Glass as a patrolman with a starting date of about May 23, 2011. He is currently employed elsewhere and will need to give two weeks notice to his employer. He will be hired at the contractual starting wage for a road patrolman. **Mack made a motion (seconded by LaHote) to approve hiring Dustin Glass on or about the week of May 23, 2011 at the contractual starting rate of pay. All Yes Motion Approved**

**Mack made a motion (seconded by LaHote) to adjourn into executive session for contract negotiations All Yes Motion Approved Further business may be conducted.**

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

Britten said it was discussed in executive session to allow the office staff of Becky Johnson and Rosanna Violi to go on 10 hours days with an alternating schedule starting May 16, 2011. **Mack made a motion (seconded by LaHote) to approve the new work hours. All Yes Motion Approved** These hours will be in affect until Labor Day. Johnson and Violi asked the Trustees to have the option in late summer to discuss making these hours permanent.

**3:45 LaHote made a motion (seconded by Mack) to adjourn executive session and to adjourn. All Yes Motion Approved**