

## Minutes of Department Head Meeting June 13, 2011

### 2:00pm Meeting called to order by Gary Britten

**Roll Call:** Mr. Britten, Mr. Mack, Mr. LaHote (late @2:03), Mrs. Haar, Mr. Hrosko Ms. Violi, Chief Brice, Chief Hetrick, Lieutenant Pellek, Kraig Gottfried, Grant Garn and Robert Warnimont.

**Zoning:** Grant Garn gave the Trustees some information on Code Enforcement (copy in file).

Garn said that on zoning violations, he is in the process of going through his letter steps but on some it looks like Solicitor Celley is going to have to become involved. Celley recommended Garn talk to the Trustees about this issue. Garn said there is one person on Starlight that has boats, cars and stuff parked in his yard that has been there for years. He also has a guy over on Bridgewood that has had a boat and cars in his driveway for years. It is time to get some of this stuff moved. Garn said he has sent them letters but received no response. Garn said that 85% of people respond to his letters and tell him what they are going to do. Most people who receive the final letter which states that they have so many days to abate the violation or it is a \$500.00 a day fine respond and get the problem taken care of. Garn asked if the rest should be turned over to Celley. LaHote said if we send the letters out we need to follow through. Britten asked what are recourse is if they receive a letter that says in three days it turns into a \$500.00 a day fine. Garn said it would then go to common pleas court so we could get the fines. LaHote said if they never respond at all it should be taken to the next level. Britten said he agreed with LaHote and we need to show them there is a consequence if they do not take care of the violation. If that means sending it on to Celley then that's what we need to do. The Trustees asked Garn to give them copies of the communications before they go to Celley so if they receive a call from the resident they will know what they are talking about. Garn said he would make copies of the one on Bridgewood and on Starlight.

Garn told the Trustees the Zoning Commission is meeting yet tonight to discuss access management. Garn said they also are having a discussion on the new use of the Sunoco Station on Route 20. Garn gave the Trustees a copy of a drawing of what they are proposing and they discussed it.

Garn said the Board of Zoning Appeals is meeting is just over a week for a couple of fence variations and for someone who wants to build a single family house on a farm property that is next to Wexford. It is about 9 acres zoned agricultural and people from Wexford have been coming on it.

**Police:** Chief Hetrick asked Garn if it would be possible to talk to the people putting in the cell tower on E. River Rd. He would like to talk to them about the Police putting an antenna on the tower. Garn said he has the name of the guy he would have to talk to.

Hetrick asked the Trustee to allow him to purchase \$155.00 worth of office supplies off the blanket PO. Also he would like to purchase a power washer for their bay to wash the cruisers. He said he can get one for around \$100.00. The Trustees said ok.

Hetrick told the Trustees unit 420 is back in service. He said he still has two cars with high mileage (105,000 to 110,000 miles) on them. Unit 420 has a lot of hours on it due to the fact it was the canine car and was run constantly when Bodo was in it. Hetrick said he has two cars in the budget this year and wants to know when he

can order them. It will take a couple of months to get them in. The Trustees told him to go ahead and start the process. Hetrick said he already has two quotes and Charlie's Dodge was the lowest by about \$1,500.00. He said with the model changes he will need to purchase some equipment. He will bring the quotes to the next meeting.

Hetrick said he had a quote from DMC of \$8,605.00 for the sever upgrade for record management. **Mack made a motion (seconded by LaHote) to Approve the purchase from DMC. All Yes Motion Approved**

**Recreation:** Bob Warnimont told the Trustees that Starbright Park still has drainage problems. He went back to both vendors; Black Swamp who has the ditch witch that can dig the trench and Perrysburg Pipe for the pipe and both said they would honor the price they gave us last year. The total for both would be \$1,148.00 but we would still need to get stone. Mack asked who actually owns that property and Warnimont said Wood County does. We just have a 25 year lease on it. Britten asked when the lease was up and Warnimont said he thought anywhere from 18 to 21 years. Warnimont said he will check with Neal Munger to see if they would be willing to pay for the material. He will bring this back at Monday night's meeting.

Warnimont said the ball lights at Station II are working. He said he talked to Deb Pahl and she was going to have claim call us but they have not. He will call her back and keep the pressure on to see if we can recoup part of our expenses. The break in the line occurred during the road widening. Hrosko said he would check with the insurance company to see if we can file a claim with them.

**Fire / EMS:** Chief Brice told the Trustees that he wanted to thank the maintenance department for allowing Marvin Connors to come in on the weekend to fix the two ambulances that went down.

Brice said the tornado siren at Chrysler did not work and had to be fixed.

Brice then told the Trustees he received a \$400.00 reimbursement grant from the Wood County Firefighters Association for firefighter training.

Brice then said he received one quote from Banner for beds for the empty rooms. He said they gave him a price of \$479.95 for a twin bed and that seemed high to him. He said he will get another quote.

Brice said he is still working on the work room policy.

As an update Brice said the tanker is coming along and he wondered if the Trustees wanted him to look into an extended warranty on it like we did with Life Squad 1.

Britten asked how much he thought it might be. Brice said that the extended warranty on Life Squad 1 cost \$3,500.00 for 5 years and since this is an extended chassis it might be slightly more. He will try to get prices by Monday night.

The last thing Brice brought up was the purchase of a new Life Squad to replace Life Squad 2. He had \$230,000.00 in his budget for it but the State bid price came in at \$231,967.00 but that includes the 5 year extended warranty. He will bring this up at Monday night's meeting.

**Maintenance:** Kraig Gottfried asked the Trustee to approve a "Then & Now" PO for Romanoff in the amount of \$3,500.00 for a transfer switch at the police department. **Mack made a motion (seconded by LaHote) to the PO. All Yes Motion Approved**

Gottfried told the Trustees there is a dead tree in the common area at Cambridge. He asked since the Township owns property there should we take the tree down. Mack said the Cambridge Association (which the Township belongs to) should

bear the cost of taking it down. Gottfried will call Envirocare and get a quote from them and pass it on to the Association. Mack will call the Associations president and let him know what is going on.

Gottfried said Shelly has started the road paving and has the new turn lane on Thompson dug out.

Gottfried said that he is still waiting for Toledo Edison to remove a line and for Lake Township to remove the PODs so he can begin demolition of the old town hall.

**Assistant Administrator:** Rosanna Violi told the Trustees she would like to put the old chairs on GovDeals. Gottfried said before she does that he would like to look at them for possible use at the maintenance building's lunch room.

Violi said she is working on the census review and has found out the under 18 population has definitely decreases since last census.

Violi said the new web site is up and running but she still needs the elected officials' pictures. She will take them before Monday night's meeting.

Violi said after receiving the list of their most used office supplies from the department heads and comparing them to the price quotes from the vendors, if you go strictly by price, staples is the least expensive. Of the 22 most used supplies, they had 12. Britten asked her if there were any volume price breaks and she said that Staples would only offer a 3% discount if you order \$300.00 or more in one order. LaHote said if there is no volume discount there is no advantage to using one vendor. Britten said you have to watch the delivery and fuel surcharges as they could be a potential expense. Britten also said that people should order where they can get the best price but again watch the delivery and fuel charges.

**Administrator:** John Hrosko asked the Trustees for an executive session for real estate and contracts.

Hrosko asked the Trustees to pass Resolution 2011-12A (an amended version of Resolution 2111-12) concerning the Disposition of Real Property. This Resolution (copy in file) is an amended concerning the disposition of 4 lots in the Heights the Township owns. **Mack made a motion (seconded by LaHote) to pass the amended resolution. All Yes Motion Approved**

Hrosko said he will be bringing a resolution concerning the buffer lot in Cambridge to the Trustees for approval at the meeting on June 20<sup>th</sup>.

Hrosko said there will be a health committee meeting on Wednesday the 15<sup>th</sup> with Huntington Bank to discuss moving the HSA accounts over to Huntington from PNC.

Hrosko said he checked with the engineers at Edison about the street lights at Ford & River interfering with the turnpike and was told they would not.

Hrosko gave the Trustees copies of the 2012 estimated revenues and asked them to look at them. He said Haar will ask for them to approve them at the next meeting on June 20<sup>th</sup> after which they will be sent to the County.

**Office:** Shirley Haar told the Department Heads they need to get their second half blanket PO requests in by the 23<sup>rd</sup>. If they are not in by then Becky Johnson will not be able to get them into the computer until she returns from her mini vacation on July 7<sup>th</sup>. Haar also said all bills to be paid at the July 7<sup>th</sup> meeting need to be turned in by noon on Wednesday June 29<sup>th</sup>

**LaHote made a motion (seconded by Britten) to adjourn into executive session for Personnel contracts and real estate. All Yes Motion Approved No further business will be conducted.**

**LaHote 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