

## Minutes of Department Head Meeting June 27, 2011

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

**Roll Call:** Mr. Britten, Mr. Mack, Mr. LaHote (late @2:07), Mrs. Haar, Mr. Hrosko Ms. Violi, Chief Brice, Chief Hetrick, Lieutenant Pellek, Kraig Gottfried, Grant Garn, Robert Warnimont and Sgt. Gottfried.

Mack told the Board he has to leave at 3:40pm

**Maintenance:** Kraig Gottfried told the Trustees he has some old radios that are no longer compatible and not worth anything. Gottfried asked if he could dispose of them. Britten said the County is looking to change their radios over and going with a company out of Lima. He gave the county a price and now some townships have approached the county about going in on the switching over of the radios. Britten told Gottfried that if he has any radios he wants to switch over Ray Huber needs to know by the 8<sup>th</sup> of July. He said he thought the price was \$441.00 per radio but could be lower. Brice said that the radios Gottfried has are all junk and could not be refurbished. Mack told Gottfried to call Radio Hospital and see if they had any use for them.

Gottfried told the Trustee that he had Envirocare give him an estimate for the dead tree in Cambridge. He then passed the estimate on to the Cambridge Association. Gottfried asked the Trustee to approve a PO for Envirocare in the amount of \$3,000.00 for the removal of three ash trees on Glen Eagles and for removal of miscellaneous trees. **Mack made a motion (seconded by LaHote) to approve the PO. All Yes Motion Approved**

Next Gottfried told the Trustees his original contract with Shell was for \$433,981.15 but the actual cost came in at \$411,495.65 for a savings of \$22,485.50. Gottfried then contacted Zimmerman painting and they gave him a quote (copy in file) for \$3,688.00 for striping Eckel Junction, Reitz Rd and Cedar Park. They gave him a second quote (copy in file) for \$1,400.00 for re-doing the elephant tracks on Thompson Rd @ Route 20. Gottfried asked Hrosko if he is supposed to give the invoice for the Thompson Rd turn lane and the striping right to the TID or do we pay them and get reimbursed. Hrosko told Gottfried that the township pays the invoices then submits the invoices and cancelled checks to Ed Ciecka who then will send them to Columbus. **Mack made a motion (seconded by LaHote) to approve POs to Zimmerman Painting for \$3,688.00 and for \$1,400.00. All Yes Motion Approved**

Gottfried told the Trustees since he has a little money left over he is looking at micro-surfacing Bayer Rd between Lime City and 199, also Thompson Rd and Eckel Junction. He said he would get prices for the Trustees. Britten said before we do any micro-surfacing he wanted to talk to him. Britten said that on a couple of the jobs that were previously done he is not happy with them and something has to be done differently. Britten and Gottfried discussed some of the problems and it was decided they will go out together and look at them.

**Police:** Chief Hetrick told the Trustees Sergeant Gottfried was going to give a power point presentation on why the Perrysburg Township Police Department needs a dog. Among the reasons presented was that; courts are questioning on drug cases why a dog wasn't brought in, a dog can find hidden drugs much faster than human officers, a dog can sent a trail of a fleeing suspect, aid in finding a missing person, make searching a building faster and safer, aid in apprehending a criminals

and provide added security for human officers. Gottfried said that when we call in a dog from another entity we are giving up 10%. Gottfried stated that the dog would be trained to be both aggressive and sociable and would be good pr for the Township. Gottfried said the annual cost of the dog would be for food mainly (around \$40.00 per month) and annual check up and shots. As far as vet bills that would it unless the dog would become injured. As far as the dogs grooming the handler could bathe the dog at the Police station and would be trained to clip the dog's nails and clean the dog's ears. There would be the cost of acquiring the dog, and buying any needed equipment. Mack asked what the cost of acquiring the dog would be and Hetrick replied Hetrick said he has already has some local businesses offer donations to off set the expenses and some other avenues for donations. He also said he could take the cost out of the local drug fund. Hetrick assured the Trustees that if he is given the go-ahead on the dog the program, with Sgt. Gottfried and himself (both former canine handlers) running it the program would be run properly this time.

Hetrick had Britten sign the Perrysburg Heights Associations liquor permit for the festival.

Hetrick tabled the car switch over for now because he is still waiting for some quotes to come in.

Hetrick asked the Trustees to approve the purchase of one more file cabinet from McNerney at a cost of \$369.97. **LaHote made a motion (seconded by Mack) to approve the purchase.** Hetrick also asked if it was ok to purchase a couple of CPU stands and was told it was ok.

Hetrick told the Trustees they was hosting some Law Enforcement classes and asked if it was ok to purchase a large coffee maker. The Trustees said ok. Hetrick then asked to be able to purchase some plates and silverware for their kitchen and again was told it is ok.

Hetrick asked for an executive session for contracts and personnel hiring

**Recreation:** Bob Warnimont told the Trustees that last Friday he sent in the park grant paperwork and asked for \$5,400.00. He said he put in the cost of doing the drainage at Starbright and some playground equipment. Warnimont said there are some pieces of playground equipment at Starbright that need to be removed because they are un-safe.

Warnimont said the Five Point Thrashers event is the third Sunday in July. they asked if was ok to pump (with their own equipment) some of the rain water out of the old cistern for the event. The Trustees said that was ok.

**Zoning:** Grant Garn asked if anyone had heard of anything that is going in on the corner of Oregon Rd and 795 in front of Walgreen's distribution center. He said he received a request to put in a culvert. He said he sent them information from the last meeting the Zoning Commission had on this issue which was about 10 years ago.

Garn said that the other issue is with their engineering firm. They were provided with some Stormwater plans for Woodmont Manor Apartments and their feeling are the Township is supposed to be handling some of the engineering functions. George Orvatz had turned in some plans to the Wood Count Engineer's office then the Ray Huber, the Wood County Engineer came back and said it was the Townships to take care of; to take care of the site plan reviews and stuff like that. Mack asked if since the County originally did this section to begin with and approved the PUD wouldn't it make sense for the County to continue in the capacity of review on this project. Britten said that the Ray Huber told him that he

would do whatever the Trustees want to do. Huber would prefer we charge the cost and hire our own engineer, but if the Board decides it is still his job, he would do it. It was decided to let the County finish this job since they started it. Garn said he will get back to Huber on this. He said George Orvatz feels the review was done years ago and does not feel it doesn't need to be re-done. Mack said Huber's office needs to do the re-view. After a brief discussion it was decided to send it back to the County Engineer. **Mack made a motion (seconded by LaHote) to have the latest PUD amendment for Woodmont Manor be referred to the County Engineer as was done when this PUD was original reviewed for Perrysburg Township. Mack – yes LaHote – yes Britten – abstain Motion Approved** On all new reviews the Township will handle it.

Garn told the Trustee the Board of Zoning Appeals had their hearing and all three things were approved.

Next Garn said he received an email and concerning the issue of the rail road property zoning from Kitty Gibson. Garn said he emailed and told her the zoning on that property is for a public utility. If the bike path is put in it would also be a public utility so there wouldn't be any change needed.

The BZA meeting next month has at least four tentative things; the signage for the Sunoco by Holiday Inn Express, a new entry sign for Belmont Country Club and a couple different fence issues.

The Zoning Commission probably will be looking at a continuation on the Sunoco Station

**Fire / EMS:** Chief Brice told the Trustees he would like them to approve at Tuesdays meeting making Mike Green (who is a volunteer) part-time.

Brice said at the last meeting he was questioned about having enough money in his equipment to but the new life squad. After checking he was told there is \$249,000.00 in the account and the life squad is only \$233,205.00. **Mack made a motion (seconded by LaHote) to approve the purchase of the new life squad.**

**All Yes Motion Approved**

Brice said he is still looking in to the cost of the extended warranty for the new tanker truck and is waiting on a quote fro Nollenberger.

Next Brice asked that the firefighter's motorcycle group, the Ax Men be allowed to use the fire station as a stop on their charity poker run August 6<sup>th</sup>. Two of Perrysburg Township's firefighters belong to this group. The Trustees said that it was ok.

Brice said he wrote a draft concerning the use of the work out facilities by spouses and sent it to Solicitor Celley.

Brice said in about two weeks he will be bringing to the Board a proposal to purchase some software for the laptops in the squads. They have been reviewing different software and so far are leaning toward the one that is pretty much the middle of the road. The more expensive one are too complicated to learn and use. Brice asked if there was any more though given to the issue of the clock synchronization. It was decided to get DMC to come in and address the issue.

**Mack made a motion (seconded by LaHote) to adjourn into executive session for Personnel Hiring and discipline All Yes Motion Approved Further business will be conducted**

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

**Assistant Administrator:** Rosanna Violi told the Trustees the finance committee will be meeting on July 7<sup>th</sup> at 9am.

Violi gave the Trustees a copy of the proposed Social Media policy (copy in file). This was tabled to a future meeting for further study.

**Lieutenant Pellek** said he would like to mention that Artistic Memorials are putting at no charge, canine Bodo's name on the rock (outside the Police building) for the fallen officers

**Office:** Shirley Haar said the Britten had concern about how the current Alleged Violation Complaint Form reads in a couple of places. Britten would like to remove the part where it says "if known" after property owner, the word optional in front of "optional complainant information" and remove the part where it reads "Perrysburg Township understands if a complainant would like to remain anonymous and this section is optional". After discussing this it was decided to change the form. Gottfried said he would like the minimum charge to be two hours not one hour on the weed and grass notices that are sent to the property owners. **Mack made a motion (seconded by LaHote) to delete "if known" after property owner, the word optional in front of "optional complainant information" and remove the part where it reads "Perrysburg Township understands if a complainant would like to remain anonymous and this section is optional". A two hour minimum will also be added to the weed notices being sent out. All Yes Motion Approved**

**3:42** Mack left the meeting

**Administrator:** John Hrosko asked the Trustees to sign and approve of the three Patrol contracts. It was decided to table the contracts until Tuesday night when Mack would be there.

It was decided the July 11<sup>th</sup> meeting will be an administrative meeting.

**3:50pm LaHote made a motion (seconded by Britten) to adjourn into executive session for Personnel Hiring and discipline All Yes Motion Approved No further business will be conducted.**

**4:50pm 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