

## Minutes of Department Head Meeting July 25, 2011

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

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

Hetrick asked for an executive session personnel hiring

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

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

**Recreation:** Bob Warnimont told the Trustees he has a refrigerator going bad and wants to dispose of it. Hrosko asked if was good enough for the office to use or if Warnimont had another one the office could use. Warnimont will get together with Hrosko on this.

**Zoning:** Grant Garn told the Trustees the Zoning Commission will meet next month for site plan reviews on two issues. Garn said he also sent a letter to Solicitor Celley concerning Access Management.

The Board of Zoning Appeals is going to have a continuation of a hearing on the high rise sign for the Sunoco station on Route 20. Garn said he also had one come into for conditional use Hufford Rd. Last month the BZA did approve the two fence issues and the Belmont sign.

**Police:** Chief Hetrick told the Trustees they sold three confiscated vehicles at ABC Auto Auction and received \$6,100.00 for them. He also said he has the old office furniture out on GovDeals and will let them know when it sells.

**Fire / EMS:** Chief Brice said he forwarded on to the Trustees the contract for the County Mutual Aid agreement He said his only concern after reviewing it is that they added to the contract a clause that says; after 8 hours of firefighting or EMS service has been rendered the party providing Mutual aid may submit an invoice for it's cost to the requesting party, so long as the costs do not exceed the most recently approve FEMA equipment and personnel rate schedule. This was added because of what happened to Lake Township after the tornados. Brice said he talked to Chief Cline and Brad Gilbert about this and from the meetings the two of them have been at they are under basic understanding this is a gentleman's agreement and at this point no one would bill beyond 8 hours unless it was a incident like Lake Township's. With that being said Brice said he wanted to make the Trustees aware of this line. Britten said Mr. Gilbert was at the Wood County Township association's meeting and he talked about that. Britten said he said that it says "may" not shall bill, so it is an option. Brice said there is a Chief's meeting tonight (7-25-2011) and they will be discussing the contract. Brice said he will update the Trustees after that.

Brice said that on Monday night he will be presenting the workout facility wavier policy and form approve by Solicitor Celley for approval.

Brice then discussed the disposal of the old tankers. Owen would like to have them. Brice said if we go that way he would have Solicitor Celley write up a contract for the exchange of the tankers for certification training. Britten said even though we might be able to sell them for a few thousand dollars he would rather see us work out something with Owens. Mack agreed. Brice will talk to them. Brice said that part-time firefighter Dustin Muefield tendered his resignation. He moved to Orville and is going to go to nursing school. **Mack made a motion (seconded by Britten) to approve Dustin Muefield's resignation. All Yes Motion Approved**

Brice mentioned that on October 1, 2011 there is a sprinkler demonstration at Lowe's. Fire Inspector Keith Feeney will be demonstrating the differences on how fire affects a room equipped with home sprinklers and one without. Lowe's is donating the materials for the rooms. Brice also told the trustees that toward the end of September they will be burning a house on Rt. 20 for training.

Brice said as an FYI, he is still working on the extended warranty on the new tanker truck and that DMC is working on the clock synchronization.

Brice told the Trustees that on Monday he will be asking them to allow him to send Marvin Conner to Emergency Vehicle Training school from 9-26 through 9-30. The total cost will be \$595.00 (\$385.00 for the classes and \$210.00 for the room) plus meals.

The last thing Brice mentioned was that they had started digging up the cracked concrete outside the bay this morning. They are trying to figure out what happened so it will not happen again. Brice said there is also no progress on the rest of the problem list and Solicitor Celley thinks there will not be any. Brice said Spieker has been very good and is still working with us on issues. After a brief discussion it was decided Hrosko should call Vetter to see if they can do anything and then report back to the Trustees.

**Maintenance:** Kraig Gottfried told the Trustees that on the Cambridge tree it is mostly on another neighbor's property not the one who contacted us. Gottfried said he was asked if there is anything the Township can do since it appears the owner doesn't intend to take it down. Since it is on private property the Township cannot do anything about it. It was suggested Gottfried get hold of Kevin (the home owners association's president) and have him send a letter.

Gottfried told the Trustees to expect some bills from StoneCo for the berming they have been doing.

Gottfried said Monday night he will be asking for a "Then & Now" PO for \$20,000.00 for blacktop projects.

Gottfried said he had to replace a roller and bearings on the back of the flail mower. The cost was \$2,100.00

Gottfried said on the traffic study, it sounds like going into Ampoint at J St there are no issues. The issues they did see were at Lime City and Buck Rd. FedEx wanted this done because they want the Township to put a third lane going into Third St because they feel that the road is too narrow. Gottfried said he measured it and the road is 24 foot wide; edge to edge. Gottfried said Jay Martinez from FedEx said there are sorts of trucks that slide off that road. Hetrick said he remembered one and Gottfried said he didn't remember any. Hrosko said that at that same meeting the issue of the pump station came up. Hrosko said he called Jerry Greiner and Greiner said it probably will be abandoned in 2013. This is private not under Northwestern Water and Sewer's maintenance. There was that a brief discussion on the problems associated (like utilities) with widening Third St.

**Assistant to the Administrator:** Rosanna Violi told the Trustees she sent them some information on the Luckey phone line (see attached memo). The Township is paying \$254.00 a month to have this line which is a toll free line servicing 217 addresses. This line was set up pre 911 services so residents would not have to pay long distance to call the Township. There is no way to determine if this line is being used rarely or frequently. It was decided to see what an 800 number would cost.

Violi said there is a new draft of the social media policy and she sent it to Solicitor Celley for his review. If it is ok with Celley she will put it in the policy book to be passed by the Trustees.

Next Violi said she has been researching into the issue of elimination the ageing Genicom printer and doing all our reports and checks on the Lanier printer.

Software Solutions said there are no issues with switching to the Lanier printer.

The Township would have to buy new style checks and different PO forms if we switch. Violi said the switch would not be immediately because we need to use up the remaining supplies for the Genicom. Haar and Becky Johnson will do some further checking on the checks.

Hetrick said that Violi reminded him that the cost to DMC for the transfer may be higher than originally thought because there is substantially more information to be transferred than they originally thought.

**Office:** Shirley Haar asked the Trustees to look at the book ad and let her know if there are any changes in it for 2012.

Haar reminded the Department Heads they need to get their first half blanket POs in to be closed.

**Administrator:** John Hrosko asked the Trustees for an executive session for wages, real estate and legal issues with Solicitor Walt Celley.

Hrosko said Torrance Sound is coming in the office tomorrow to look over the current sound system so he can work on a quote for a new one. Brice asked Hrosko to ask him what his recommendation was for the sound system in the apparatus bay.

Hrosko said he also contacting Penta to find out how they want to be billed for the SRO (school resource officer) this school season.

Hrosko addressed the issue of meetings. There have been some complaints that the Department Head meetings are being used too much for outside people to attend and talk. It was decided not to schedule anything except department head business until after 3:00.

**Garn** said he forgot to mention that he will be going to the Ohio Township Associations conference in Findlay on Zoning Friday July 29, 2011.

Garn said that on the Access Management he was talking to the Wood County Engineer's office and they had been asked to put in a culvert on 795 near Oregon Rd. Garn said he was also contacted about putting in a culvert on Oregon and the Engineers office has some concerns about where that will be and about the stop lights.

Britten said when he was asked at Lowe's about the garbage trucks and how many different companies are running up and down the roads. Britten said that maybe we should get back to discussing this again. Mack said that a few months ago Solicitor Celley gave him Monclova's policy and he will copy it for the rest of the

Trustees. Celley said that the Township also has a proposal from Hull & Associates to study the issue. Celley said that Monclova just pays for it out of the general fund. The Township can do exclusive contract for the Township and there is a method to do that under the Ohio Revised Code. This would prohibit all but one hauler. The hauler could direct bill the residents or the Township could do what Waterville Township did and pass a levy and pay for it out of that. Britten said the Trustees could split the Township into districts with each district having its own hauler. Celley agreed.

Britten said he also has had complaints about the traffic on White Rd because of the construction on 795. Britten said he told the complainant he needed to call the police so they could monitor the situation.

**Mack made a motion (seconded by Britten) to adjourn into executive session for wages, employee discipline, real estate and possible or pending litigation with Solicitor Celley All Yes Motion Approved No further business will be conducted.**

**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