

## Minutes of Department Head Meeting August 8, 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 told the Trustees he went to the Solid Waste meeting and cardboard recycling was discussed. Through the City of Perrysburg, the Solid Waste and the Perrysburg Garden Club they are going to start cardboard recycling at the old street division. The Garden Club is going to buy the containers. This will occur on Saturdays but Warnimont didn't have all the details of starting date or times yet.

**Zoning:** Grant Garn told the Trustees the Zoning Commission will meet next tonight @ 6:00pm for a site plan review for the Woodmont development. They passed all their reviews. Mr. Oravec moved two units from one building to another one to comply with the Fire Inspectors comments. Garn said that if this goes through tonight at the Zoning Commission meeting they want to get their permits tomorrow. Garn said in his opinion these changes meet the minor change to the PUD and asked the trustees if they wanted to vote on this tonight. The second review is for O.E.Meyer who came through ok. There will be an informal discussion with Penta who wants to put up a wind turbine. Then the fourth thing will be another informal discussion on access management at Oregon & 795. Garn said he thought Jason Sisco was going to the meeting tonight and also Solicitor Celley will be there. Garn said he knew Ray Huber was quite concerned about them putting a culvert in on Oregon Rd before anyone knows what is happening there. There have been no site plan reviews for that area. Britten asked if a traffic study was done when the Walgreen Distribution Center went in there and Garn replied he didn't know but would check. Garn said he would think there was but he didn't remember for sure. Britten said he thought it was very important to find that before much more discussion goes on on this. Britten went on to say they are going to want to put a drive, which would have to be a "right in right out" between two traffic lights that are not that far apart.

Getting back to the Woodmont Manor apartments, Garn showed the Trustees a map where the buildings were moved (copy in file) and a couple of things were shifted. Garn said Keith Feeny the Fire Inspector was ok with the changes. After a brief discussion Britten said that it sounds like they did everything that was asked

of them and asked the feelings of the Board. **Mack made a motion (seconded by LaHote) to approve the project. All Yes Motion Approved**

The Board of Zoning Appeals who is meeting Tuesday August 16<sup>th</sup> is going to have the following; a continuation of a hearing on the high rise sign and for set back variances for the Sunoco station on Route 20, a conditional use for Hufford Rd (which is zoned I-1 industrial but is residential) for a pole barn for personal use, a pond behind the house on Neiderhouse and a conditional use for O.E.Meyer. Mack said we have a problem with the zoning on Hufford Rd and the township has the ability to change the zoning and if the Knights of Columbus can find some zoning they are happy to live with and it is compatible with the surroundings, maybe the township should initiate zoning changes. Garn said he has talked to the owners there they have never asked to have it changed. Mack said that the Township should start the procedure and then the property owners can come to the hearings. If they are, for some reason opposed to the zoning change they can voice their concerns. This would make the zoning map more consistent and the City of Perrysburg backs right up to that subdivision. Mack told Garn to talk to the Knights of Columbus and the Vet Clinic and see what zoning they would be comfortable with. LaHote and Britten agreed with Mack. Garn also discussed a couple more areas that are incorrectly zoned.

The next issue Garn said he had was that the soccer fields on 199 would like to expand to the south. Garb said he knew this was the possible Carronade coming through. He said that before they come in for site plan review they need to know if that is an appropriate use of the land as it is expanding right into the area that was designated to be the extension of Carronade. Britten discussed where the expansion would have to take place and said they would have to know that it will have to go through the middle of the soccer field. He said they need to know this when they make their expansion. Britten said that he wouldn't have a problem with the expansion and Mack said they would only have minimal expense involved doing the expansion.

Garn asked the Trustees to allow him to attend the Code Enforcement meeting on the 18<sup>th</sup> at a cost of \$40.00 for members. **LaHote made a motion (seconded by Mack) to approve the request. All Yes Motion Approved**

**Maintenance:** Kraig Gottfried asked the Trustees for a blanket "Then & Now" PO for \$20,000.00 for blacktop projects. **Mack made a motion (seconded by LaHote) to approve the PO. All Yes Motion Approved**

Gottfried said he wants to send two of his people to the New Sign Regulations meeting in October. The cost will be \$25.00 per person.

**Police:** Chief Hetrick gave the Trustees the Marine Patrol stats for July (copy in file) and said they had 90 patrol hours, did 7 boat inspections, did 8 spot checks, did 9 search & rescues, assisted 6 boaters and issued 10 warnings.

Hetrick gave the July 18 to August 1, 2011 detective report (copy in file) which was retail theft investigations, drug investigations, a burglary investigation and a fraud investigation.

Hetrick asked the Trustees to officially hire Officer Eric Brown as a road patrol officer effective the first full pay period in August (8-7-2011) at a starting wage of \$25.54. This was to be done at the Monday night meeting August 1, 2011 but that meeting was cancelled. **Mack made a motion (seconded by LaHote) to approve Eric Browns hiring effective August 7, 2011. All Yes Motion Approved**

Hetrick said that at the upcoming Monday night he will be asking to purchase additional rifles from Vance Shooters at a cost of \$8,496.00 and additional tasers at a cost of \$9,000.00.

Hetrick asked the Trustees to approve allocating an additional \$20,000.00 out of the Local Drug Fund

Hetrick told the Trustees due to some issues concerning the storing of the tapes and records the Police department is returning the video recorders they purchased.

They will receive a refund of the monies.

Hetrick then told the Trustees that Monday night he will be asking the Trustees to approve giving \$500.00 out of the Federal Drug fund to help fund the building of the National Law Enforcement Museum in Washington DC.

Next Hetrick asked the Trustees to approve purchasing an entry bag kit for the detectives to use. This would come from Gaul's and the cost is \$573.99. **LaHote made a motion (seconded by Mack) to approve the purchase. All Yes**

**Motion Approved**

Hetrick told the Trustees that the Lieutenant's car is getting older but is not used enough. He asked the Trustees to approve having some additional lights put on it at a cost of \$450.00 so the road crews can use it. **Mack made a motion (seconded by LaHote) to approve the request. All Yes Motion Approved**

Hetrick then asked the Trustees to approve posting an opening on the Northwest Regional Toledo Bomb Squad. This is run by the Federal government and all overtime would be paid for by the Federal government. Hetrick said he had one officer who was interested in being on the squad. The Trustees said he could go ahead and post it.

**Fire / EMS:** Chief Brice told the Trustees he sent an engine and life squad down to the fair and nine or ten people volunteered their time to man them. It was a long day for them and they had five runs while there. Brice said they also had the PR

even at Cedar Creek Sunday. He said there were a couple hundred kids there and many people came up to them and thanked them for being there. This was also a good training event for the firefighters.

Brice said that on Tuesday they are also doing another PR event at Owens. It is an event they call Residents Day that basically is an event to show the new ER residents what the people on the street have to deal with. They go through fire scenarios, they get to see some burning on the burn building and they get to see a vehicle extrication.

Brice said the Iron Compass software is going well and they are working with the Wood County GIS department.

Brice asked the Trustees to approve the workout facility waiver policy and form approve by Solicitor Celley. **Mack made a motion (seconded by LaHote) to approve the documents. All Yes Motion Approved**

Brice said the "I am responding" software free trial is working out very well. His people seem to like it and are using it. Brice said that when the free trail is up he will be asking to purchase it.

Brice asked the Trustees that to approve sending Marvin Conner to Emergency Vehicle Technician 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. **Mack made a motion (seconded by LaHote) to approve the request. All Yes Motion Approved**

Brice mentioned the water tank on 504 has a leak. Marvin Conner welded a plate on it and is looking into how much a new tank will cost. Brice said the cost could be a factor since the truck is 21 years old.

The last thing Brice mentioned was that he had an automatic CPR device on loan and wanted to give a demonstration of it to the Trustees. Brice said that the device is costly from \$11,000.00 to \$13,000.00 but definitely would save lives. He said that with the help of some grant money he could buy it for \$8,000.00. This would be kept on the engine since the engine goes out to almost all calls. Brice then demonstrated the device.

**Assistant to the Administrator:** Rosanna Violi went through the action list and said there are some things we can probably eliminate. The first item she mentioned was that the Physio Control EKG transmission and Brice told her that while it was still out there it could be eliminated from our list. Next Violi mentioned the re-crowding of the ball fields and ball field concessions. She said since it is the end of the ball season she wondered if they need to be kept on the list. Britten said they might as well be taken off the list. Violi then asked if there was any discussion on the sale of the old tankers. Brice said that since the last

meeting Britten had indicated to him that the tankers might be worth more than what he had thought they were worth. Brice said he did some research and found some chassis without tanks on them but with higher mileage in the \$5000.00 to \$6,000.00 range. Britten said he could put them on GovDeals with a minimum price on them and if they do not sell pull them back off. Brice said he still would like to work something out with Penta to trade the tankers for equal value in training. Britten suggested that maybe we should sell one and trade one. The value will be researched some more and then Brice will talk to Penta.

Violi said as an update we received the new draft of the social media policy approved by Solicitor Celley. It was put in the policy book and sent to the unions to look at.

Next Violi said that we are ready to send out letters to the employees to confirm information being supplied to Huntington Bank so they can make the switch over on the HSA accounts from PNC Bank. These papers need to be returned by August 23, 2011. Britten said if the information is not turned in by the 23<sup>rd</sup> the employee will not be able to be switched.

Violi said that on the census she has been working on with some individuals at Wood County and with their help on the GIS, they were able to create a map. The decrease in the census count is 1,101 people. Violi said about one third of that count probably was due to the annexation of Willowbend subdivision. Other properties annexed would count for more loss as well as factors such as children growing up and moving out. From her research Violi said she felt confident the census is pretty accurate and that the Township's count is now 12,512 residents. Violi told the Trustees she looked into the toll free number to replace the Luckey line. There is no set up charge or monthly fees through Buckeye. The only cost would be \$.035 per minute to use the line. It was decided to get rid of the Luckey line and get the toll free number. We will then find a way to notify the Luckey people.

Violi then mentioned that Mr. LaHote would like to start incorporate "Established 1823" on letterheads, signs and etc for the Township. Violi said that Perrysburg Township is the oldest Township in Wood County. This will start being used on letterheads, township signage and other things. Violi will create a standardized letterhead for the Township.

Violi said that DMC has completed the transfer to the new server which leaves the old server sitting in the storage room. Violi asked if it was ok to put it on GovDeals. She was told this is ok after all the data has been wiped off it.

Violi asked for an executive session for contracts.

**Administrator:** John Hrosko told the Trustees he is still working on the new sound system and will get back to them on it.

Hrosko said he still working with Penta to find out how they want to be billed for their agreed upon portion of the SRO's (school resource officer) wages this school season.

Hrosko said Solicitor Walt Celley sent over a letter from the National Historic Society on the cell tower. They have no problem with the placement of the cell tower on 26852 W. River Rd. Celley requested the Trustees pass by motion their approval of the placement of the Tower. **Mack made a motion (seconded by LaHote) to approve the request. All Yes Motion Approved**

Hrosko said he is comparing rates for the Employee Assistant Program between Workplace Resources and Harborside.

Hrosko said he had a call about Griffs and this will need to be discussed in executive session under real estate.

Hrosko then presented two resolutions (Resolution #2011-15 and 2011-26) to the Trustees so they can read them and possibly pass them Monday night.

Hrosko said he had a call from a resident complaining about the stuff Kazmaier puts on his fields. He said he told her he didn't think the Trustees could do anything about it.

**Office:** Shirley Haar asked the Trustees approve a PO to PNC bank in the amount of \$800.00 for Officer Brown's HSA for the months of September through December 2011. **LaHote made a motion (seconded by Mack) to approve the PO. All Yes Motion Approved**

**Mack** said he is getting positive comments on our pavement jobs.

Mack said that on the Sunoco station they are trying to revamp he would like to voice his opinion. He said that the property is right beside the highway and they might be happy to have a sign that is a little higher than normal but more importantly that property is also right beside the City of Perrysburg. Mack said he hoped that the people on Garn's zoning board are sensitive to the fact we do not want to lose a property to annexation.

Mack said he keeps getting emails, and he would assume the other Trustees are getting them also, from the Perrysburg Heights Association wanting some money. The claim the Township hasn't sent them anything in some time. Mack said that if we do not want to do anything at this time, then as a group we should say so. And if we do want to send them something we should do so. Mack said that we should by next meeting come to a resolution rather than putting them off. Hrosko said we need to talk about this.

**Britten** said he wanted to say he had a thank you from the 5 Point Steam Thrashers for the fire department being there and for the maintenance department cleaning up the roads the day before.

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

**LaHote made a motion (seconded by Mack) 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