

## **Minutes of Department Head Meeting August 22, 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 (arrived at 2:13), Chief Hetrick, Lieutenant Pellek, Kraig Gottfried, Grant Garn and Robert Warnimont

3:03pm Solicitor Celley arrived.

**Zoning:** Grant Garn told the Trustees the Zoning Commission at their meeting on August 8 the site plan review for the Woodmont Manor development. They also passed the review for O.E.Meyer. They had an informal discussion with Penta about a potential anemometer and a wind turbine. Garn said that Jason Sisco with the Wood County Engineers office and Solicitor Celley were also at the meeting. They were there to talk about the possibility of getting a traffic impact study at Oregon & 795.

The Board of Zoning Appeals who met August 16<sup>th</sup> approved a pole barn on Hufford Rd, a pond behind the house on Neiderhouse, the conditional use for O.E.Meyer., the high rise sign and the set back variances for the proposed Tim Horton on Route 20. Garn gave the Trustees a map (copy in file) that showed some of the areas that have zoning issues on Hufford Rd. and on Lime City Rd. Garn and the Trustees discussed a couple of the areas and the various issues with them. Garn said that at some time the Trustees might want to innate zoning changes on some of these properties.

Garn said there is a problem with the Zone Pro web site. He said it is being worked on and it appears to be a hosting site problem.

LaHote mentioned a couple of signs he saw in the right away. Mack said that he actually called the number on one sign and the man said he would remove all his signs in the right aways.

Garn said that at the meeting he attended last week the newest thing coming up is residents “going green” by raising farm animals at their homes. This is going to be bringing up many issues.

**Recreation:** Bob Warnimont – no report

**Maintenance:** Kraig Gottfried told the Trustees that the new tractor should be delivered in the next 2 to 3 weeks.

Gottfried said the StoneCo is going to do their fall cookout here at the Township in late September or early October and as soon as he had the exact date he will let everyone know.

Gottfried said the City of Perrysburg called last week and wants to set up a meeting with us and Middleton Township about ditch mowing. Gottfried will attend but Middleton probably will not.

Gottfried said there is a site problem at Sheffield & Ford. There is a blue spruce tree in a resident's yard that has gotten so big it is obstructing the right away view. He said he might need to have the County survey this to see if it is on private property. Gottfried asked if we do determine that it is on private property and we determine it needs to be cut, can the Township send a letter saying it has to be cut. Britten said we can send them a letter telling that it is a safety hazard and they need to have it cut. Britten said Gottfried should have it staked and he said he would and would also take some pictures of the area. Garn said that in zoning if it is within 30 feet of an intersection they would have to cut it down to two and one half feet. Britten asked Garn to give Gottfried and the Trustees a copy of that section from the zoning book. Grant made a copy of the visibility at intersections section of the zoning book (copy in file).

Gottfried gave the Trustees a quote (copy in file) from Pavement Technology Inc for applying Reclamite Rejuvenating Agent to 7 streets. Gottfried said they are on the State Cooperative Purchasing Program. How much of this will be actually done this year will depend on what the quote for striping comes in at. Once he gets all the prices together he will get back to the Trustees.

**Police:** Chief Hetrick told the Trustees he got prices from Woodlane for replacement ink cartridges and gave them to Violi to compare to Staples. Violi said that Staples was still cheaper, especially if we reach the second discount level on bulk ordering. Violi will monitor the ordering to make sure we are still getting the best price.

Hetrick told the Trustees he needs to put up another antenna for the new radio system. Hetrick asked Garn if he knew when the cell tower was going to be put up on River Rd. Hetrick said that the radio company we are working with suggested we talk to them before they construct the tower. Garn said he would do some checking and get back to Hetrick.

**Lieutenant Pellek** said he wanted to thank Gottfried and his guy for putting up tape on E street the first week of classes at Owen. He said that the first week is usually a nightmare of parking issues but by taping off that area it eliminated almost all the issues.

**Fire / EMS:** Chief Brice told the Trustees he received a quote from Capital Electronics for the narrow banding of the 10 tornado sirens. Two have to have the entire control boards at a cost of \$1,950.00 each. Eight have to just have new radio modules at a cost of \$850.00 each. The total cost to redo the 10 sirens is \$10,700.00. Brice said he met with Gottfried last week to make sure we have the funds to cover this and we do. Brice said he will wait until we are starting to convert everything over and get the sirens started. Britten asked if the County is the one to tell us “today is the day to switch” or is it the Sheriff’s office. Brice said we have the ability to activate all our tornado sirens as does the Sheriff. In reality switching to narrow band will probably only affect the areas on the fringes. Perrysburg Township is considered to be on the fringe which means if they switch to narrow banding before we do they may not be able to activate our sirens. Brice continued to discuss the issues concerning the timing on the narrow banding. Brice said our region of the state is working on a system called the Ohio Track Support Team. All the hospitals in the state are in this system and basically what it is, is a system for tracking patients in the event of a mass causality situation. Brice said he has been working with Lucas County EMS and the Lucas County Fire Chiefs Association on this. They are now looking for each department to have two people trained on this. Keith Feeny and Steve Harrison have expressed an interest in doing this. Toledo Fire has received some grant money for training on this so they have asked departments who are participating in this to invoice them in the amount of \$2,000.00. This will cover the training for this year and several years to come. Brice said he applied for a vendor application and invoiced them for the \$2,000.00. Brice said he thought it is a good idea to participate in this program. The Trustees agreed with Brice.

Brice said that he received a letter from the Wood County Board of Elections asking to use Station 2 for the election in November. **Mack made a motion (seconded by LaHote) to allow Station 2 to be used as a voting place in November. All Yes Motion Approved**

Next Brice up several issues he is concerned with at the Fire Station building. He said that Spieker completed the work out back on the concrete but Brice still has to concerns with it. He said the good concrete is chipped in several places and there was damage done to the safety pilings. Brice asked the Trustees to go over and inspect the area and make sure it meets their expectations. Brice asked them to also go out front and make sure they are satisfied with that as well. Gottfried said the area by the back service door is cracked and asked if they are going to do anything to seal it. Warnimont said that the expansion joints do not seem to be tight and it seems like a lot of water will get into them. Hrosko said he would get Andy Taylor from Spieker to come back in and check on this. Next Brice said that one

radiant heater is still not working and there is still water dripping from the heaters in the bay. He also stated that the building has severe humidity problems and he is afraid they will start to get mold in the building. Brice also stated that several ceiling tiles have water damage to them. Dimech is supposed to correct this and is not doing anything. Hrosko will consult with Solicitor Celley on this. Brice said that the building also has a design flaw because the back quarters still get very cold.

Brice told the Trustees he had a request for all the departments to be more attentive to the gas pumps. Someone keeps hanging the gas dispenser on the fence instead of the pump. Brice also stated that in reality that gate is supposed to be closed and that he tried to close it and couldn't. Brice said the Fire Inspector is concerned because he has taken some responsibility for the gate. The state is supposed to come out and inspect this and the new guy who comes out to inspect is a stickler for book. Feeney doesn't want to tarnish the fact that he said he would take care of this. By having Feeney take care of this it is saving us money because the state inspection fee is \$200.00 or \$250.00. Brice said the gate needs to be fixed so it can be closed and everyone needs to start closing the gate and hanging the nozzle up on the pump. Britten said he would suggest if this persists that the tape needs to be watched to see who is doing it. The gate will be fixed so it can be closed.

Brice said with the Trustee's permission he will be applying for the Assistant to Firefighters grant again this year. He would like to put in for new hose because we have some hose that is 30+ years old and should be replaced. There would be a 10% match on the funds.

Brice said that at Tuesday night's meeting he will be bringing up the resignation of a volunteer firefighter.

**Assistant to the Administrator:** Rosanna Violi said she sent the rough draft of the newsletter to all the Department Heads but she is going to take out the Zone Pro section until next newsletter.

Violi said she is working on creating a financial document for the quarter to be put on the web site per the suggestion of the finance committee.

Violi said she gets emails on grants the Township can apply for. One that came out a few weeks ago is an ODNr Community Development Grant. Violi said it says "the division is seeking proposals involving one or more of the following materials collected or processed; construction or demolition debris". Violi said she spoke to a lady named Tracy and told her about the demolition the Township did last year. Tracy said that seems like that would be a viable project to apply for. Violi said that if the Trustees are going to pursue more demolition in the future she will look into this and see if we can get some money from the grant. Violi said the

date to apply for it is coming up in September. Violi said we would have to give a description of what we want to do with the grant and our match would be 50%. Britten said he thought it was a good thing. Violi said when the application comes out she will bring it back up.

Violi told the Trustees that DMC made several recommendations on our computer issues. With the help of a lot of the Department Heads Violi compiled a computer inventory (copy in file). There are several issues DMC is having with compatibility dealing with how old the computers are. After discussing the various issues and possible solutions LaHote said we might never be able to have all the computers on the same system. LaHote said we need to get a life cycle for the computers and printers. A leasing program was also discussed as a possible idea. Violi said she will talk to DMC about drafting a replacement program with a three or four year cycle.

The last thing Violi brought up was that at Tuesday's meeting she will be asking to replace the old switch Noris put in the server with a new gigabyte switch at a cost of \$2,266.00.

**Administrator:** John Hrosko told the Trustees he has a quote from Torrence Sound of \$5,952.00 the new sound system complete with new microphones and a new podium. It was discussed that we need to make sure we can download the files on a "flash drive" so Haar can take it home to do the minutes off. It was also discussed how the media or a resident would be able to come in after a meeting to listen to the recording. He will bring this to them at Tuesday's meeting.

Hrosko mentioned that Gottfried's money from the Rossford TID. Hrosko said he submitted the papers to Ed Ciecka who then submitted them to the ODOD. The check for \$46,991.00 should be forthcoming.

The next thing Hrosko mentioned that on the ODOD grant for Cedar Creek Business Park he is waiting to receive a paper back from Gottfried (who is waiting for Shelly to return it). Once he has that paper he will submit it to Columbus. Hrosko said on the new Employee Assistant Program he is still waiting for a couple of questions to be answered before he can go forward with the program. Hrosko said he is not feeling comfortable with a couple of cost and has to research that more.

Hrosko then told the Trustees the light at 20 and Thompson has been installed and we are still waiting for the one at Ford and River Rd to be installed.

Hrosko said he and the labor attorney are preparing to start the negotiations on the maintenance contract very soon.

Hrosko asked for an executive session for legal issues with Solicitor Celley and for contracts.

**Office:** Shirley Haar asked the Trustees about attending the Wood County Township Association's fall meeting and dinner on the 15<sup>th</sup> of September. Mack said he had a previous commitment for that night and would not be able to attend. LaHote, Britten and Haar will attend at a cost will be \$56.00.

**LaHote** complimented Brice on the coverage on the "I am responding program" on the news.

LaHote then asked if Dave Polzin talked to Britten about the fact it doesn't seem fair that all the people down on Thompson Rd had to spend \$15,000.00 to \$20,000.00 to tie into the sewer and then an article comes out in the Sentinel that they just waived that for 18 years for people in Bowling Green. LaHote said it seems like the same circumstances to him and he wondered if we should bring this up to the County. Britten said that the Wood County Township Association needs to talk about at the quarterly meeting on September 15<sup>th</sup>. Britten stated that it is unfair to waive it for one person when they forced everyone on Thompson Rd to tie in and pay. Britten said he was at Polzin's house one night when two of the gentlemen from Regional Water and Sewer were there telling them. None of them wanted it but they had no choice. Britten went on to say it is unfair and we need to voice our opinion but as a group. Britten said it sounds like to him the Health Department is the one that allowed them to get out of it.

LaHote then asked if we know anything more on the Townhall. He was told the telephone lines will be moved soon and then within a couple of weeks it should be able to be taken down.

**Warnimont** told the Trustees he talked to Deb Paul again about the issues at the ball fields. Warnimont said the claims department is supposed to get back to us. Warnimont said the firefighters are starting to sell feather party tickets and will be going door to door. This will be mentioned on the web site and in the news letter. All the firemen will be in uniform and had ID.

**Garn** said that Gary Bowers was wondering about the soccer field expansion. He is looking for a place to dump some loads. Garn said he told him he had no plans yet and that they would have to go through a site plan review when the time comes. Garn said he told them to talk to the school board. The expansion of the parking lots was discussed because there is a real need to expand it.

**Mack made a motion (seconded by LaHote) 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 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