

Minutes of Department Head Meeting September 12, 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 Hetrick, Lieutenant Pellek, Chief Brice, Kraig Gottfried, Grant Garn and Robert Warnimont.

Recreation: Bob Warnimont –no report

Maintenance: Kraig Gottfried told the Trustees he has been getting some prices to purchase the new narrow band radios from Radio Hospital (the County and multiple townships are going in together to purchase radios from Radio Hospital to get better prices). He said he can buy the 4 channel radios for \$441.40 at a total of \$6982.00 installed or \$5232.00 without the installation as the maintenance department could do the installation. Gottfried said it is mandatory to switch over to the narrow band by January 1, 2013. The Township can change over anytime it wants to before the January 1st date but the Sheriff recommends we get them now and wait to do the switch. It was suggested by LaHote that Gottfried look into the 128 channel radios. It was also discussed that if we purchase the radios now, we should look into how the warranty runs on them. Does it start at purchase or at the time they are put into service? Gottfried will check with Radio Hospital on the price of the 128 channel radios and also when the warranty starts.

Gottfried said that on Pavement Technology, he sent the letter to the State and is waiting to hear back from them. Gottfried said that on the list of roads he wanted to do that he gave the Trustees he is going to remove Five Point because we are on the fourth year and it is on a five year cycle. That will reduce the amount down to \$40,040.60. Gottfried said with us doing the PO with Zimmerman last Monday night at \$5, 517.50 it leaves him \$12,500.00 in his account. He said that at Monday's meeting he will be asking for approval of a PO to Pavement Technology in the amount of \$41,000.00 to cover the application of Reclamite Rejuvenating Agent to various roads.

Gottfried mentioned that this coming weekend it is "Cleaner Streams" weekend. This is our fourth or fifth year to participate and we are sending two men out on it. They will be meeting at Lake Township at 8am.

Gottfried said that over at the Police department in their eating / lounge area they want a stove and a garbage disposal. Romanoff gave a quote to put in 220 for the stove and 110 for the disposal at \$1,050.00. Gottfried was asked if there is gas available near there and Gottfried said he would have to find out. It was suggested

Gottfried put together a price for the disposal, electric stove and power installation and also one for a disposal, gas stove and the cost necessary to run gas for the stove and the power for the disposal.

Gottfried said the new mower is supposed to be delivered on September 13th. He asked permission to put the old on GovDeals and was told that was ok.

Gottfried said he received a call about the township mowing the cell tower property. He said he didn't know why they called him. Haar said she had also talked to them just today and they will be sending the payment for mowing as soon as they receive a W-9 from the Township. Haar said she faxed one to them this morning.

Fire / EMS: Chief Brice told the Trustees Monday night he will be asking for the approval of PO to Nollenberger Truck in the amount of \$4,460.00 for the extended warranty on the 2011 E-One Water Master tanker. This will be a 60 month /150,000 mile bumper to bumper warranty on the chassis for \$3,760.00 and 5,400.00 hours on the engine at \$700.00. The warrant went in effect on this truck July 1, 2011 so the five years will start from the first. Brice said that truck is in service now so he would like to move along the process of getting rid of the other two. Brice said he did look up some prices on the internet and they range from \$2,000.00 to \$7,000.00, but a lot of them are just the chassis. Brice stated that Owens is still interested in them. Brice said he really doesn't want to do an exchange in training at the Center for Emergency Preparedness but he would be interested in trading for EMT and Firefighter I and II training. Britten told Brice to ask \$8,000.00 each in training for EMT and Firefighter I and II training and see what they say. Brice will also talk to Solicitor Celley about drawing up a contract to protect our interest if Owens is still interested.

Brice said he talked to CRT who did the AV in the training room and they did everything to spec there. Brice said that in that room, near where each podium is there is a square box in the floor. Currently the only thing there is electrical. Brice said he always thought that in addition to the electrical there was supposed to be plug in for the power point projector and sound and etc. CRT gave Brice a quote for finishing up the boxes of \$1884.00. LaHote asked if Brice had looked into going wireless and Brice said he would look into it now.

Brice then brought up the Wood County Mutual Agreement which was reviewed by Solicitor Celley. Brice asked the Trustees and Fiscal Officer to sign the document. **Mack made a motion (seconded by LaHote) to affirm the Wood County Mutual Agreement All Yes Motion Approved**

Brice told the Trustee the side by side burn / sprinkler demonstration event coming up at Lowe's on October 1st had to be cancelled because the Lowe's loss prevention

risk analysis people were against having it on Lowe's property. Brice said that what the Fire Department decided to do is have an open house on October 8th from 10am to 2pm. They will do the side by side burn / sprinkler demonstration at noon on that day. The Fire union will also sponsor a chicken dinner that day at noon. Next Brice said that about a month ago he sent the Trustees an email in reference to hardship cases in the EMS billing. He said as his email stated this is a policy Medicount has in place. He said he was unaware of this policy and asked for a copy of it. Brice said he finally received it and gave the Trustees each a copy (copy in file). This follows the US Department of Health and Human Services Poverty Guideline. Brice said that it is not a bad thing to have a policy to follow and the Trustees agreed.

Brice said for the Trustees information that for over a year they have been working on radio frequency for the Fire Department to use on a radio repeater system. They have filed the paperwork with the FCC and are waiting for their approval and a license. Hopefully this will work out.

Brice said he is working on the Assistant to Fire Fighters grant. He said he needs to document revenue losses. Haar said she had a paper on her desk to show him on that.

Police: Chief Hetrick told the Trustees Lieutenant Pellek wanted to talk about the Traffic Grant. Pellek told the Trustees Hetrick will be asking the Trustees to allow him to apply for the 2012 Traffic Grant in the amount of \$48,854.22. This grant will run from October 1, 2012 to September 30, 2012. Pellek discussed how the grant works and what the criterion is for getting it. Pellek said last year for participating we received \$10,000.00 in cameras.

Hetrick told the Trustees as Gottfried brought up, he will get prices for both an electric and gas stove.

Hetrick mentioned to the Trustees that after the meeting in executive session Detective Sergeant Gross and Detective Curtis would like to speak to the Trustees about legal matters.

Next Hetrick told the Trustees that on Wednesday @ 1:00pm there is a class they might want to sit in on.

The last thing Hetrick told the Trustees was that Marvin Conner has the paint to do the new cruisers. He then asked the Trustee if he could paint Lieutenant Pellek's car as the graphics are peeling off and it looks really bad. Since we are planning on keeping that car he would really like to paint it. The only cost would be the materials to do it. The Trustees told him it was ok.

Assistant to the Administrator: Rosanna Violi gave the Trustees a proposed computer life schedule (copy in file). She proposed a 4 year cycle starting with replacing 11 this year. By putting them on a life schedule each department would be able to figure at budget time how much they need to budget for computer replacement and would keep all the computers on the same operating system within a couple of years. Violi will get exact prices and bring it back up at Monday's meeting.

Violi brought up the issue of creating a separate expense account for unplanned equipment purchases for budgeting purposes as suggested by LaHote. This can be done but should be set up before expenses for 2012 get into the system. This too will be brought up at next meeting.

LaHote asked about a financial software package to add to Software Solutions' E Gov for keeping track of all the aging equipment such as the computers, cars, trucks and etc. Haar said there is a report package that would do this but it would entail buying the software and installing it on the three computers that have the program on them. This would also increase the amount of support we pay yearly to them. Violi said that she didn't think it would be worthwhile right now to spend the money it would cost to add that program when it can be done on an Excel spreadsheet. It was discussed that some people might not know how to use Excel but Violi would be willing to teach them to use it.

LaHote again brought up the issue of getting assets tags for the equipment especially since we are updating the computers. LaHote also mentioned the possibility of leasing computers as apposed to buying them outright.

Violi mentioned we are still in the process of figuring out how to eliminate the Genicom and use only the laser printer. Haar has been talking to Bottom Line Inc about the checks and forms.

Violi said we sold the old server on GovDeals and it sold for \$105.00

Violi said she is still working on the Huntington HSA accounts and thanked everyone for their patience's in this matter.

Zoning: Grant Garn told the Trustees the Zoning Commission will be meeting tonight (September 12, 2011) for an informal site plan review of the Soccer Complex where they would like to expand the soccer fields and parking. Both Britten and LaHote agreed that they need more parking spaces. Tim Horton's / Chipotle are hoping to come in for a site plan review. Chic-Fil-A has to talk to Legal again about how to handle the Kohl's sign.

Garn said the Board of Zoning Appeals will be meeting on 9-20-2011 @ 6:00pm for a conditional use for a marble & granite retail/wholesale fabricator on Holiday

Park on Holiday Lane. This is where the old tennis facility was located and faces Helen Dr.

Garn said that he was looking at the Zoning maps and came up with some more residential properties that could have some potential zoning problems. He said there are some single family homes that are zoned R-5 which is for apartments. This could be a problem if they call for financing or they have a fire and want to rebuild it. Mack said the R-5 is actually a far more intense use than what's being currently in place. That doesn't seem that offensive as long as they do not have and financing problems. Garn said that is where the problem could be if they do have to get financing for some reason. Britten said that he thought if they do run into an issue they could then come to the Township and say they need it changed from R-5. Garn said that was what he was wondering if the Trustees want to just change it one property at a time with the resident coming to the Trustees or do the Trustees want to innately changing the zoning on the properties in question. Britten asked what the other Trustees thought. He asked that even if the house burned down could the resident could go to the Zoning Commission to have it changed. Garn replied they would have to go to the Board of Zoning Appeals. Mack said, so we would not issue a residential building permit for a single family home to someone in an R-5, correct. Garn said no, he could not. Mack then said that in a lot of communities their zoning works that it says that if you are in an R-5 and you want to have a R-1 use, since R-1 is less intense, everything above R-5 is permitted as long as you are not co-mingling use such as commercial and residential. Mack said he did have a comment about substantial outside storage in the C-2 district on Holiday Lane. He said that granted it is on the end of the street not very noticeable, this could create problems. Britten said even though it is at the dead end and will probably be fenced it is still visible from the new hotel and it could possibly set a precedent. Garn said he didn't know what the Board of Zoning Appeals might decide about that.

Administrator: John Hrosko gave the Trustees a price quote (copy in file) for the proposed signage from Harmon sign. They will make up 30 single face aluminum signs, 17" X 14" mounted to a post for the total cost of \$4,590.00. 15 will be entering Perrysburg Township and 15 will be leaving Perrysburg Township. Gardner and Safeway never got back to Hrosko with a quote. Britten asked how they can be put in the ground if they come already bolted to the pole. Hrosko said he just noticed that and would have to find out if they can be unbolted. Britten also said they need to be on an 8' post not a 5' post. Warnimont asked where the signs were going to be put and Britten said that was going to be his next question. A list of where they would be installed needs to be put together. Britten also said if any

are going on state properties we will have to get permission from ODOT. LaHote then pointed out they say vinyl for graphics and wondered if we need to be concerned about whether they meet the new Federal reflectivity standards. Hrosko said he will do some further checking and call ODOT.

Britten asked Gottfried if he received the new standards for barricades. Gottfried said no. Britten said that if a road is going to be closed more than temporary, and that would be longer than one day, the barricades will have to be red not orange.

Britten said he thought this was mandated for next year.

Gottfried asked for an executive session for contracts.

Gary Britten – said he heard from a concerned resident on Simmons Rd about a turn lane on 795. Britten said when you are heading into Perrysburg , west bound on 795 there is a turn lane to turn south on Simmons Rd but there is not one when you are heading eastbound and want to turn north on Simmons Rd. This person wanted to know if there is anything in the works on this. Britten asked Hrosko to ask Mike Stormer on this and let him know so he can tell the resident.

Office: Shirley Haar asked the trustees to approve a “Then and Now” PO to Workplace Resources in the amount of \$1,890.00. This expenditure was approved at a previous meeting but we did not approve a PO. **LaHote made a motion (seconded by Mack) to approve the PO. All Yes Motion Approved**

Haar then said that on the action list there are three things that the Trustees stated they wanted to discuss today. They are the funding of the Rossford Visitors Bureau and the Funding of Perrysburg Heights Community Center and the disposition of Station 2. Hrosko said that the funding of the Rossford Visitors Bureau and the Funding of Perrysburg Heights Community Center should be discussed in executive session under contracts. Mack said the disposition of Station 2 will be discussed under real estate in executive session.

Mack made a motion (seconded by LaHote) to adjourn into executive session for contracts, hiring 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

Shirley A Haar –Fiscal Officer

Gary Britten - Chairman