

Minutes of Department Head Meeting December 12, 2011

2:02 p.m. Meeting called to order by Gary Britten

Roll Call: Mr. Britten, Mr. Mack, Mr. LaHote, Mr. Hrosko, Mr. Celley, Mrs. Haar all present.

Discussion over adjourning regular meeting and going into Executive Session. Mr. Celley stated there was no need to go into Executive Session and that the Trustees could meet with their Law Director in a private meeting. Went into a private meeting held off tape.

Private meeting ended at 2:31 p.m. and the roll was taken again.

Roll Call: Mr. Britten, Mr. Mack, Mr. LaHote, Mr. Hrosko, Ms. Violi, Chief Hetrick, Lt Pellek, Mr. Gottfried, Chief Brice, Mr. Warnimont, Mr. Garn, Mrs. Haar all present.

Recreation: Mr. Warnimont mentioned the ball lights at Station 2 and does not believe the figures are accurate. Mrs. Haar interjected and stated she spoke to Deb Paul at Toledo Edison and was told that if the ball lights are turned on for even one second that is considered usage. If no usage then \$31.17 per month. Flicked on once it starts at \$436.73 and Deb Paul stated that there was usage that month. Mr. Britten suggested that there may need to be a schedule set up so lights do not get used. Mr. LaHote asked how many lights were out there. Mr. Warnimont stated there were seven. Mr. LaHote thinks it may be better to run on a generator. There was discussion on the range of fees per month. It was decided that the ball lights turn on at the \$400 range and then get charged based on usage. There was confusion in the earlier discussion. Mr. Warnimont then stated that he was still looking into Station 2 issues with Toledo Edison. Mr. Gottfried spoke and stated a gentleman named Joe from Toledo Edison would look into it as the other women they were dealing with was on medical leave.

Zoning: Mr. Garn mentioned he had gone down to the Board of Elections and had a meeting to discuss the unzoned area of the Township in relation to voters. There had been issues in the past with what they could vote for. Mr. Garn stated he has picked up many holiday business signs along the highway. Mr. Garn then gave a Zoning Commission and Board of Zoning Appeals update (in file). Mr. Garn will bring up the list of members at the next meeting. Mr. Garn also mentioned he would be out starting in January and asked what the Trustees would like to do with the office? Mr. Britten said they would talk about it.

Mr. Warnimont asked what is going on with the property at E. River and Bates Road (Moore property). Mr. Hrosko stated that it was in the hands of Mr. Celley.

Minutes of Department Head Meeting December 12, 2011

Fire/EMS: Chief Brice had a question about CPR training. It in the past the Township never really paid the people for training but there is still a need to staff the department in case there is a run during the training. Chief Brice asked what the feeling of the Board would be if he were to find someone to do the training and paid them an hourly wage for their time. Mr. LaHote asked if there was an overlap with the American Red Cross and Chief Brice stated they teach American Heart. Mr. Britten told Chief Brice he should work up some figures and get back to them. Chief Brice next mentioned a request he received from Keith Feeny on behalf of Safe Kids Coalition of Northwest Ohio. This organization has helped the Township in the past. They have a 9ft x 30 ft trailer full of bikes, helmets, signs, etc for bicycle safety presentations they put on for children. They are looking for storage and Chief Brice asked the Trustees if they would entertain the idea of storing it at Station 2 in one of the bays. Chief Hetrick interjected and stated that is where the Marine Patrol boat is stored. Mr. Gottfried stated that there could be room for it if things were moved around. Mr. Warnimont added that the organization did indeed do a lot for the Township. The Board indicated they had no problem with it if it can fit in the space. Chief Brice next gave the Trustees a heads up about a volunteer firefighter and his desire to attend medic school and having the Township pay for it. This wouldn't occur until probably next August but Chief Brice wanted to mention it now as there may be an agreement between Owens and the sale of the tanker which could affect the payment. Chief Brice next asked the Trustees if they were serious about putting an EMS Levy on the November 2012 ballot? The current levy is \$ 1 mil and in 2011 generated \$243,000 so with 5 mills they could break even. Therefore a ballot levy of \$4mil would generate the shortfall over time. Mr. LaHote asked if Chief Brice had considered combining the Fire/EMS Departments for financial reason. Chief Brice's main issue is with funding equipment. He stated he didn't want to "rob Peter to pay Paul". Mr. Britten wants to ensure to continue the quality of services and there may need to put equipment on hold. He stated that the inheritance tax will be eliminated soon and departments can't keep hammering the General Fund for transfers. There is not much interest as there was in the past. Mr. Hrosko asked if the employees could be paid out of the Fire Department accounts. Chief Brice thought there were other options and Mr. Britten said it is something to put on the November ballot. Mr. Warnimont stated that they needed to get fundraising efforts started to get money for a campaign.

Mr. LaHote asked for permission from the Chairman and left the meeting at 2:59 p.m.

Chief Brice then asked for purchase order requests. A purchase for physiocontrol contract, one for volunteer screenings, and one for Staples. **Mr. Mack made a**

motion to approve the purchase order requests (Seconded by Britten). All Yes. Motion passed.

Chief Brice mentioned that at the next regular meeting he would ask for approval of 10 new sets of turn out gear in the amount of \$15,500. He will also ask for approval of a purchase order to acquire 800 ft of 3 inch hose in the amount of \$3,120. Finally he will ask for approval of the purchase of a portable deluge gun. There is some money from the Ladies Auxiliary which can help pay for this item.

Maintenance: Mr. Gottfried asked for approval of a purchase order request to Dimech related to the furnace in the Maintenance Department. This is a then and now purchase order in the amount of \$861. **Mr. Mack made a motion to approve the purchase order request (Seconded by Britten). All Yes. Motion passed.**

Next Mr. Gottfried asked for an increase to the purchase order 2011-219 in the amount of \$1,500 because he is running low on supplies. **Mr. Mack made a motion to approve the purchase order request (Seconded by Britten). All Yes. Motion passed.**

Finally, he wanted to make sure it was okay to continue looking into the snowbox and the Board said yes.

Police: Chief Hetrick mentioned that the K-9 training class deposit was approved. Chief Hetrick asked the Chairman for his signature for the Criminal Justice Coordinator Contract with NORIS for 2012 in the amount of \$18,875. Next, Chief Hetrick brought up the four proposals received from area radio vendors. They are all state pricing but vary in price. The lowest proposal came from VASU and it is for \$83,160.63 with Kenwood radios. However, since the Township will be going on the Lucas County system they cannot use this proposal because the Lucas County system does not support Kenwood radios. The next three proposals are all Motorola and would be supported on the Lucas County System. First the proposal from Bender for \$185,787.60, then P&R Radio for \$192,189.90, and finally the best price from Radio Hospital \$162,189.40. Chief Hetrick once again mentioned that these are the exact same radios and equipment. He also stated that Radio Hospital will need a decision by Dec 30 to get a discount price. Mr. Britten asked if there were any radios able to switch. Chief Hetrick said none would be able to since they are going to digital system. Mr. Mack commented on the wide range of prices even with the same equipment. Lt. Pellek mentioned that the warranties vary and this affected the total price. Mr. Britten asked for Chief to bring it up at the next regular meeting.

Asst. to

Administrator: Ms. Violi began by informing the Board that all the old computers switched out were cleaned and dusted off and are in the process of clearing the harddrives. They have been put on GovDeals.

Minutes of Department Head Meeting December 12, 2011

Ms. Violi also mentioned that by now they have realized that the Genicom printer has been taken out of service since the Trustees are signing the new checks. Since the printer is no longer in use what should happen to it? The Board decided it can go on GovDeals.

Finally, Ms. Violi stated that the template for the next edition of the newsletter is finished and she is just waiting on various pieces of information to complete it. This includes information from various departments. She thanked Captain Weist for contributing an article to the newsletter.

Administrator: Mr. Hrosko mentioned the Resolution from the Wood County Commissioners regarding the land in front of Cedar Business Park and vacating the right of way for the cul-de-sac.

Mr. Hrosko asked the Trustees to approve a letter Ms. Violi drafted to Mr. Lucas of Clemans, Nelson, and Associates, requesting termination of the agreement/contract between the two entities. It requires the signature of the Chairman. **Mr. Mack made a motion to approve the letter (Seconded by Britten). All Yes. Motion passed.**

Mr. Hrosko asked for approval to pay the invoice to Feller Finch for the Woodmont Inspection in the amount of \$3,737.50. **Mr. Mack made a motion to approve the payment to Feller Finch (Seconded by Britten). All Yes. Motion passed.**

Mr. Hrosko stated he was going to put the ShoreTel upgrade on hold to gather further information and clear some loose ends up.

Mr. Hrosko brought up the brass plates on the Police Station and that he spoke to the people at Architectural Artifacts and they agreed to clean up the plate not to exceed \$150. Mr. Hrosko asked if the Trustees would like to also clean up the plate on the front of the Trustee building. They agreed. **Mr. Mack made a motion to approve the payment not to exceed \$300 to clean up the plates (Seconded by Britten). All Yes. Motion passed.**

Next, Mr. Hrosko mentioned the Tax Incentive Agreement with Walgreens which was brought in by Jamie Rossler from the Rossford School Board. It looks like the amount has been decreased. **Mr. Mack made a motion to approve the agreement (Seconded by Britten). All Yes. Motion passed.**

Mr. Hrosko made some mentionable items. First, he passed out the hospital insurance information. He next reminded the department heads if they have any loose ends with their budgets to let Ms. Violi know so she can make the changes. He asked the Trustees about allocating \$200,000 for a contingency fund in the 2012 budget; it was agreed. Next he mentioned the Water Study and what the Board would like to do. It was decided that Mr. Hrosko would contact Mr. Hull and gather more information.

Office: Mrs. Haar first continued with the discussion over Toledo Edison/ball lights. She stated the highest billed paid in 2011 was for \$610.32. She asked for an increase

Minutes of Department Head Meeting December 12, 2011

to the purchase order 2011-53 Line 2 (ball lights) in the amount of \$1,300. **Mr. Mack made a motion to approve the increase to the purchase order (Seconded by Britten). All Yes. Motion passed.**

Mrs. Haar next brought up the issue of the office workers holiday schedule. This year the way the holidays fall there is a discrepancy with the approved 10 hour/day schedule approved earlier in the year. She presented a sheet (in file) illustrating an option to cover the last two weeks of December. Though this deviates from what is approved in the wage agreement it allows the office to be covered each day until 5:00p.m. Mr. Britten had a problem with changing the hours because of what was approved in the wage agreement. He stated that if there is a holiday then the office staff needs to take vacation to make up for the other hours. Ms. Violi interjected and stated that the issue is not with using vacation, because she and Becky are willing to do that, it is with the half day holiday along with a full day holiday. Mr. Hrosko asked where they were looking on the sheet and Britten said to forget the top and look at the bottom.

Discussion continued back and forth. Mr. Britten decided that the office workers would have 12/26 as a holiday, work the next three days the regular 10 hours, and then the office would be closed on Friday 12/30. Mr. Warnimont then interjected and stated that he wanted to know when the office closed. Mrs. Haar said the office was opened until 5:00 p.m. Mr. Warnimont said the sign in the lobby said 8-4 p.m. Mrs. Haar stated it had never been changed. Mr. Warnimont then asked why it was 8:00 a.m. if the office staff comes in prior to that. Mrs. Haar stated that yes the office staff starts work at 7:00 a.m. but the office doesn't open until 8:00 a.m. Mr. Warnimont thought the sign should state it opens at 7:00 a.m. Ms. Violi interjected and stated she arrived at work around 6:35 a.m. each day and that if someone arrived at the door it would be unlocked at 6:35 a.m. The schedule was decided upon and the sign will be changed.

Mrs. Haar then asked to have the Trustees look at the Holiday schedule for 2012 and that she would bring it up at the 12/19 meeting for approval.

Finally Mrs. Haar asked for approval of reassessing the lighting districts. The re-do to the assessments would equal \$6,790 **Mack made a motion to approve the reassessment (Seconded by Britten). All Yes. Motion passed.**

Finally Mrs. Haar asked the Trustees if they would be going to the Wood County Township dinner. Mr. Britten and Mr. Mack said yes and Mrs. Haar said she would contact Mr. LaHote.

There was no other business.

Mr. Mack moved to adjourn. Mr. Britten seconded. All yes. Meeting adjourned at 3:47 p.m.

Gary Britten, Chairman

Rosanna Violi