

Minutes of Department Head Meeting November 14, 2011

**2:00 p.m. Meeting called to order by Gary Britten**

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

**Recreation:** Mr. Warnimont spoke on the Park Grant received from Wood County and how Shirley and Becky place the order for the equipment. Mr. Warnimont believes monies may have to be moved around. He stated that the account doesn't have the money and he will bring it up at the next Monday night meeting. Even though the Township will get reimbursed from the grant monies there will still need to be appropriation. Mr. Warnimont will need to speak to Mr. Gottfried and discuss this issue and then go speak to Becky.  
Operation Bread Basket now has 85 families signed up. The monthly food giveaway is now up to 260 families. Mr. Warnimont thanked St. Rose for their donation for turkey breasts.

**Zoning:** Mr. Garn presented a possible update to the Zoning Map. Mr. LaHote asked if it could be enlarged to 11x17. Mr. Garn will see what he can do to reprint it. Mr. Garn then discussed Board of Zoning Appeals issues. The soccer field plans had changes made and there was a formal review. Mr. Britten stated he was happy those changes were made.

**Police:** Chief Hetrick presented the Detective Report. He stated the department has been very busy.  
Chief Hetrick would like to change the uniform cleaner vendor from Bel-Aire to LaSalle at the first of the year. Chief Hetrick states the prices are cheaper and LaSalle will drop off and pick-up.  
Chief Hetrick brought up the gas line to the kitchen. Unfortunately this cannot happen and would like to run electrical and this would cost \$1050 for the stove. Chief Hetrick has looked up prices on stoves and a decent one goes for \$550. Mr. Britten said to bring this up next Monday.  
Next, Chief Hetrick brings up the Zoning Issues with Wylie Trucking. Police Department cannot do much and would have to look into zoning violations. Mr. Britten stated that he spoke to Mr. Wylie on Tuesday November 8 about the complaints and how Mr. Wylie could be a good neighbor. Mr. Wylie stated that he went to the quarry and got stone to help start the clean-up.  
Chief Hetrick then mentions the Lakeview Rental Hall and the numerous complaints. It is unsecure, unsafe, and even has black mold growing. Mr. Britten thinks this is an issue to bring up to Mr. Celley.  
Further, Chief Hetrick mentions Station 2 and having police officers get a key. This came up as a result of unlocking the doors for Election Day. Mr. Britten stated this would have to be discussed. Mr. Warnimont said there could be

issues with people not going and checking in. Mr. Britten asked if the Fire Department had anything over in Station 2. Chief Brice states there is a fire truck. Mr. Britten mentions there is nothing someone can pick up and take with them and asked Chief Brice his thoughts. Brice has no matter as his department doesn't use it for anything anymore. In fact Brice had not been there, prior to Election Day, for months.

Chief Hetrick then discussed parting ways with the records management system, TAC. There have been significant roadblocks and has been nothing but problems. It has been difficult to get a hold of the gentleman. The Police Department has discussed looking into other options. Chief Brice asked if it would be for CAD (Computer Aided Dispatch) too. Chief Hetrick stated it would be. Brice indicated he would like to have more conversations on how the Fire Department could participate in this as well.

Chief Hetrick mentioned that there has been a firestorm over the radio proposals and there will be a meeting on November 15 to discuss further.

Chief Hetrick asked for an executive session on contracts/hiring.

Mr. Britten asked Lt. Pellek if he has anything. Lt. Pellek stated that he took off the license plate brackets as requested and asked if there was a complaint. Mr. Britten thinks they have opened a can of worms as this is a little issue. Will this affect mud flaps, etc? Mr. Britten states the Board needs to decide what to do. Lt. Pellek asked if there was a violation. Mr. Warnimont interjects and asks when this was brought up? Mr. Britten said probably in executive session and they were wrong to do so. Mr. Mack stated that the bracket is non-essential and is consciously put on the truck. The mud flaps come with the truck. Mr. Britten states that everything is the same, that is consciously put on. Maybe the Board should state that from now everything should be plain with no name. Mr. Britten stated he thinks this whole thing is a joke and it is what it is. If they do this for department it should be for all of them.

**Fire/EMS:** Chief Brice asked for monies to purchase more training materials in the amount of \$2,100. This includes a monthly package for fire, EMS, and fire inspection. There are videos and PowerPoint; Chief Brice thinks it is a pretty nice template. He will ask for approval on Monday.

Chief Brice stated he needed to more gear for this year as there are six more volunteer fire fighters.

Next, Chief Brice asked for approval of a then and now purchase order. The invoice dates back to November of 2010 but came in April of this year. Chief Brice even had to contact Chief Dimick and see if he knew any more details. Chief Brice has been going back and forth with the salesman and now has to pay \$2,731.<sup>56</sup> to Fire Service. **Mack made a motion (seconded by LaHote) to approve the then and now purchase order, All Yes. Motion Approved.**

Chief Brice also extended his gratitude to everyone for their support of the Feather Party.

Mr. Walt Celley arrived at 2:48 p.m.

**Administrator:** Mr. Hrosko mentioned the brass plate at the Police Department. He will check with Mr. Gottfried to see if it can be cleaned up. If not Mr. Hrosko will look into a company to do it and estimates it around \$150.

Mr. Hrosko asked for an executive session on contracts and pending litigation.

Mr. Hrosko presented the revised Buck Road and Lime City Road information from John Crandel.

Mr. Hrosko also mentions the Cambridge lots closing on November 16.

**Office:** Mrs. Haar mentions Officer Grooms H.S.A. funding for \$200. She requested that a check be written directly to Mr. Grooms instead of the bank to avoid any confusion. It makes things simpler and cleaner. **LaHote made a motion (seconded by Mack) to approve Officer Grooms H.S.A funding. All Yes. Motion Approved.**

Discussion ensued over how to write checks for the potential funding of H.S.As next year. It would be best to write checks directly to employee.

Mrs. Haar asked for a purchase order increase to Toledo Edison for the ball light account. We started the year with \$3,000 and have spent \$2,900. The September/October bill came in for \$436.73. This was the actual usage 147 kilowatts. Mrs. Haar mentioned that when Meg Adams came in to discuss ball lights she said there was a minimum amount to pay. Mr. Warnimont said July was last night game of the year and no one else uses them. Conversation ensued over bringing Deb Paul in to talk about this issue. Mr. Britten said they would have to look into the last actual monthly usage readings. Mr. LaHote thought the Township paid .10 cents for a kilowatt but it looks like we are paying 3 times that for ball lights. Mr. Hrosko will call Deb Paul and look into this.

Mrs. Haar requested a purchase order on behalf of Ms. Violi to F.J. Westcott in the amount of \$2050 for the Christmas gifts. **LaHote made a motion (seconded by Mack) to approve the purchase order. All Yes. Motion Approved.**

Mrs. Haar stated that at the last meeting she had the Trustees sign the adjusted 2011 revenue sheet but neglected to have the Trustees approve them. **LaHote made a motion (seconded by Mack) to approve the adjusted revenues. All Yes. Motion Approved.**

**Mr. LaHote moved to go into Executive Session for Contracts and Personnel Hiring, and Pending Litigation. Mr. Mack seconded. All Yes. Motion Approved.**

**Mr. LaHote moved to adjourn Executive Session and to go back into regular session. Mr. Mack seconded. All yes. Motion Passed.**

Mr. Britten mentions the budget documents and when would be the best time to discuss them. He states that he can take a day to come in and discuss them with the Department Heads. Discussion ensued over the budget, especially over the transfer from the General Fund. It was decided that Mr. Britten would come in on November 18 and Mr. Hrosko would work on scheduling the Department Heads to meet with Mr. Britten.

**Mr. LaHote moved to adjourn. Mr. Mack seconded. All yes. Motion Passed.**

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**Gary Britten, Chairman**

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**Rosanna Violi**