

Minutes of Department Head Meeting November 28, 2011

2:01 p.m. Meeting called to order by Robert Mack as the Chairman was absent

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

Maintenance: Mr. Mack called on Mr. Gottfried first as he needs to leave no later than 3: 00 p.m. today.

Mr. Gottfried thanked Mr. Mack for allowing him to go first and began a discussion on a possible purchase the Maintenance Department has debated about. There is money left in the equipment account and a new snow box would be an asset to clean the parking lot when it snows. The big trucks are not doing the best job and this snow box would be only 10 feet wide and be able to get to spots the big trucks are not able to. It would cost about \$3,000.

Mr. Hrosko interjected and stated that there is also a need for a scissor lift for Dan Kervin to use, especially in the Fire Department. They should look into getting one. Mr. Gottfried stated they had discussed this in the past.

Recreation: Mr. Warnimont stated that the equipment for Starbright Park is ordered and it may or may not get installed this year. Also he is still playing phone tag with Toledo Edison.

Fire/EMS: Chief Brice read a letter from the Wood County Board of Election stating their gratitude for the use of Station 2 on Election Day. Mrs. Haar stated the main office also received a similar letter. Chief Brice brought up the renewal contract for the Life Packs, there are four of them. Chief Brice stated that the technical support guy he spoke with said there may be an increase in price so locking in the current price would be beneficially for the next three years. \$4,510 per year or \$13,530 total. It would be billed annually. **LaHote made a motion to approve the contract (Mack seconded). All Yes. Motion approved.**

Police: Chief Hetrick stated he had posted for the K-9 position today. Mr. Mack then goes into detail about how this all came up at the last meeting. The regular meeting had ended they went into executive session and quickly went back into regular session because they had neglected to discuss this. Chief Hetrick also mentioned the radio proposals had been cancelled and every organization which sent in a proposal had been notified. The Police Department will be going on the Lucas County System. Finally, First Solar had contacted Chief Hetrick about a golf cart crossing they would like over in Cedar Park. First it was just a sign but then they also asked for marking on the pavement. Mr. Mack believes markings would signify to motorists that they had to stop. Mr. Gottfried believes it is best to stay away

from marking the pavement. Mr. Mack stated the sign is fine but also have a sign that states cars have the right of way.

Assistant to

Administrator: Ms. Violi mentioned that it is getting to the end of the year and if any more supplies need to be ordered a vendor specific purchase order will need to be made out since blanket purchase orders close at the end of the year. Ms. Violi also stated that some employees still have not turned in their Health Savings Account number and this needs to occur as soon as possible so a deposit can be made once the Board makes the decision on the amount. Also Ms. Violi stated the Policy Manual is at a point where there is a need to have a meeting with the Trustees as they need to decide certain issues and how it should be worded. Finally Ms. Violi brought up an offer from Kinetica Media regarding design a mobile site for smartphones of the Perrysburg Township website. Discussion ensued over the benefits of it and everyone was in agreement that it was not something to pursue at this moment.

Administrator: Mr. Hrosko mentioned the invoice from Feller Finch and the research he did regarding issues surrounding it. Mr. Hrosko stated it would have to have been done this way regardless and that it is a valid invoice so the Township will have to pay it. He will bring it up at the next regular meeting. Mr. Hrosko next mentioned the ShoreTel upgrade and that he will bring it up at the next regular meeting as well. Next Mr. Hrosko asked if everyone had received the updated agreement for Walgreens tax abatement and everyone stated they had.

Office: Mrs. Haar informed everyone that there will be a check run the next four Mondays and next week the Trustees will need to come in and sign the checks as there is no meeting on December 5. Mrs. Haar mentioned that in the past the Board approved a policy for Indigent Cremation but no one can find a signed copy of it. Mrs. Haar is asking to have it approved again and sign it for the record. **LaHote made a motion to approve the Indigent Cremation Policy (Mack seconded). All Yes. Motion approved.** Discussion ensued about where the remains are sent. Mr. Warnimont does not think the Township should have to pay for cremation if the remains are claimed. Mrs. Haar asked for an executive session for contracts

Mr. Garn arrived at 2:36 p.m.

Trustees: Mr. LaHote brought up potential ballot issues and deadlines to place them on the ballot. There may be a need to put on an EMS levy in the future and also zoning of the whole Township. Discussion ensued over deadline dates and when would be the best election to put the issues on the ballot. It was decided that

November 2012 would be the best bet as there is no need to rush for early next year. Chief Brice stated there is a need for serious discussion for November 2012. Mr. Hrosko stated that Chief Brice should get people together and start the process of organizing to put an issue on the ballot.

Zoning: Mr. Mack welcomed Mr. Garn to the meeting and asked if he had anything to report. Mr. Garn stated he had nothing to share.

Mr. Warnimont asked if any news on the ball lights and Mrs. Haar stated they are still waiting to hear back from Toledo Edison.

Mr. LaHote moved to go into Executive Session for Contracts. Mr. Mack seconded All yes.

Mr. LaHote moved to adjourn Executive Session and to adjourn. Mr. Mack seconded. All yes. Motion Passed.

Robert Mack, Vice- Chairman

Rosanna Violi