

Minutes of Department Head Meeting December 27, 2011

2:01 p.m. Meeting called to order by Gary Britten and he asked for a moment of silence for Matt Hoffmann’s wife Pam who passed away over the holiday.

Roll Call: Mr. Britten, Mr. Mack, Mr. LaHote, Ms. Violi, Mr. Garn, Chief Hetrick, Lt. Pellek, Chief Brice, Mr. Warnimont, Mr. Gottfried, Mrs. Haar all present. Mr. Hrosko was here just absent for roll call.

Fire/EMS: Chief Brice requested a purchase order for CPR mannequins/ face masks/ etc. to Channing Bete for \$1,642.36. **Mack moved to approve the purchase order request (LaHote seconded). All yes. Motion passed.**

Chief Brice next presented additional information for CPR classes that the Trustees requested. All the information is based on a 10 person class. Chief Brice indicated the information should be reviewed and discussed at a future meeting.

| Straight Time: \$24.21 | | | | |
|------------------------|----------------------|----------------------|-------------------------|---------------------|
| Course | Heartsaver First Aid | Heartsaver CPR & AED | Heartsaver FA, CPR, AED | Healthcare Provider |
| Hours | 3.0 | 4.0 | 7.0 | 4.5 |
| Instructor | \$72.63 | \$96.84 | \$169.47 | \$108.95 |
| Cards (10) | \$50.00 | \$50.00 | \$50.00 | \$50.00 |
| Total | \$122.63 | \$146.84 | \$219.97 | \$158.95 |
| Cost per Student | \$12.27 | \$14.69 | \$22.00 | \$15.90 |

| Overtime Time: \$36.32 | | | | |
|------------------------|----------------------|----------------------|-------------------------|---------------------|
| Course | Heartsaver First Aid | Heartsaver CPR & AED | Heartsaver FA, CPR, AED | Healthcare Provider |
| Hours | 3.0 | 4.0 | 7.0 | 4.5 |
| Instructor | \$108.96 | \$145.28 | \$254.24 | \$163.44 |
| Cards (10) | \$50.00 | \$50.00 | \$50.00 | \$50.00 |
| Total | \$158.96 | \$195.28 | \$304.24 | \$213.44 |
| Cost per Student | \$15.90 | \$19.53 | \$30.43 | \$21.35 |

Next, Chief Brice mentioned a letter he received from the Wood County Board of Election asking to use Station 2 for the March6 primary election. **Mack moved to approve the request to use Station 2 (LaHote seconded). All yes. Motion passed.**

Chief Brice brought up the tanker situation with Owens Community College. He had spoken to individuals at the college but hasn’t heard back. Chief Brice asked the Board if they would like him to ask Owens to make a decision? Mr. LaHote asked why they would need more time to make the decision? Chief Brice stated he was only waiting to hear back and doesn’t want to make a career on holding these tankers. Board decides to give Owens until the end of January to make a decision.

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Chief Brice asked for a consideration in 2012. He researched options to generate more revenue. He suggested billing for motor vehicle accidents and what is done at those accidents. Medicount is familiar with doing billing for these situations. On average an entity can expect to receive, on average, \$20,000-\$25,000 on 100 or so accidents. Mr. LaHote mentioned that it may be something to bring up at the OTA Conference if other places are doing anything similar. Mr. Mack asked about resident versus non-resident costs. Discussion ensued. Idea seemed very well received by the Board and encouraged Chief Brice to do further research.

Recreation: Mr. Warnimont stated that all the playground equipment is in. Further the laying of the concrete for the shelter house move will be put on hold until next year. Finally Mr. Warnimont mentioned that Operation Breadbasket went well and recycling was very large this month.

Maintenance: Mr. Gottfried first stated he had nothing to report. Mr. Warnimont interjected and mentioned Christmas Tree drop off. Mr. Gottfried went into detail about a pilot project for Christmas Tree recycling. The regular curbside pick up will occur on January 3 but residents will also have the opportunity to drop off their Christmas Tree at the Township Maintenance Building on January 21 from 9:00 a.m.- noon.

Police: Chief Hetrick informed the Board that an officer had been chosen as the new K-9 handler. Jason Gladney was chosen from the two officers who applied. The process included a home visit and Chief Hetrick is confident the selection process was adequate. He mentioned that Jason had wanted this for a long time. Further, Chief Hetrick stated that car 421 will be pulled out of service to be used as the K-9 vehicle. It will not be in use until April. Finally, Chief Hetrick asked for an Executive Session for Contracts.

Zoning: Mr. Garn presented the Trustees with statistics for 2011 (in file). He mentioned that permits stayed consistent but permit fees went up. He also mentioned that new home construction took a bit of a dip. Appeals went up as fences were a big issue. Mr. Garn also presented information from the Wood County Planning Commission regarding Woodmont Drive and the right of way (in file). There will be a meeting on January 3 to discuss the issue. At the Board of Zoning Appeals meeting the members approved the parking on Kohl's property and now it is up to Kohl's and Chick-Fil-A about how to move forward. Mr. Garn has not heard anything for a start date for the Chipotle/Tim Hortons on Fremont Pike. He believes FedEx will ask to be on the February agenda for the amended site plan review for the parking issue. Finally, Mr. Garn mentioned that both the Board of Zoning Appeals and the Zoning Commission will meet on January 9, 2012.

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Assistant to

Administrator: Ms. Violi presented the rough draft of the next edition of the Perrysburg Township Post. She thanked everyone who contributed and is only waiting on a few more pieces before publication before the New Year.

Ms. Violi mentioned a flyer given to her by Mr. Britten illustrating a grant writing workshop offered in 2012. Ms. Violi researched the agenda for the two day workshop including fees and hotel stay. The workshop is offered in Detroit and Columbus. It was decided that Columbus would be the better option as it may reflect more State of Ohio related issues. Mr. Mack interjected and mentioned that TMACOG might have grant writing workshops. Ms. Violi stated she would look into it and bring it up at the next meeting.

Next, Ms. Violi mentioned that the new digital sound system was installed by Torrence Sound in the large meeting room as well as the portable recorder being used at this meeting. Everything seems to be user friendly. Ms. Violi has put in place modes to back up the digital files which include folders and subfolders on the server and flash drives stored in a different location. It was decided that the old sound system can be put on GovDeals.

Finally, Ms. Violi stated that most of the equipment put on GovDeals did sell. The Police Department will receive \$155.00. The Fire Department will receive \$65.00. The Zoning Department will receive \$20.00. The Trustees office as of 12/27 will receive \$30.00. Chief Hetrick interjected and stated that Property Room, another site the Police use to sell items brought in \$1,321.66. Ms. Violi asked the Board what they would like to do with the items that did not sell. Mr. Warnimont mentioned that Penta is thinking about having a program related to computers and they may like the equipment for parts. He would look into it and get back to the Board.

Administrator: Mr. Hrosko mentioned that Detective Moskowitz will be at the meeting later in Executive Session to discuss work schedule.

Next, Mr. Hrosko stated that he received a call from the city of Rossford's administrator, Ed Ciecka. There is an ODOD grant program which highlights cooperation from various local governments. Mr. Hrosko spoke to the Police and Fire Chiefs and neither had an issue beginning discussions over Police and Fire services in the Crossroads area. The city of Rossford is interested in discussions as well.

Mr. Hrsoko asked for an Executive Session for health contracts.

Next, Mr. Hrosko mentioned a meeting with the Maintenance Department on December 28 to discuss plans for 2012. Mr. Britten interjected and stated that the Maintenance Department voted two months ago to get out of the union but SERB hasn't followed through. He stated that the guys shouldn't have to pay dues for January. If an issue arises the Township is willing to see it through. Finally, Mr. Hrosko stated the office would be opened until 11:30 a.m. or 12:00 p.m. on Friday December 30.

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Office: Mrs. Haar presented Resolution 2011-42 for approval. This resolution concerns the Health Savings Account funding for employees by the Township. Mrs. Haar indicated it had been redone to reflect yearly funding instead of quarterly funding. **LaHote moved to approve Resolution 2011-42 (Mack seconded). All yes. Motion passed.** Mr. Mack then asked Mrs. Haar if there is ever an issue with knowing who made a motion and who seconded. Mrs. Haar said that she knows the voices and she also takes notes. Mrs. Haar asked Ms. Violi if she had an issue as Ms. Violi has been helping with the minutes since Mrs. Haar's surgery. Ms. Violi stated she has no problem either.

At 2:36 p.m. Mr. Mack moved to go into Executive Session for Contracts. Mr. LaHote seconded. All yes.

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

Mr. Mack mentioned Township wide trash pickup which is on the to-do list. Mr. Mack has left a message with Republic Services (formerly Allied Waste) and he is waiting for a call back with rates.

Next the Board presented a Memorandum of Understanding (in file) with the Police Union regarding work schedules. The change from 10 hours to four 8.5 hour days affects patrolmen. Detectives have the option to go from 10 hour days to eight (8) hour days if approved by the Detective Sergeant and the Chief of Police. Patrolmen will now work four days on two days off with an 8.5 hour work shift. This is for a trial basis of six months. **Mack moved to approve the work shift change for patrolmen on a trial basis (LaHote seconded). All yes. Motion passed.**

Next the Board approved the health insurance renewal for 2012. This includes a 3% payroll deduction increase for the employees. The Township will still fund \$1,200 for single and \$2,400 for employee/spouse, employee/children, employee/family. However, the deductible will rise to \$1,500 for single and \$3,000 for the others. **LaHote moved to approve the health insurance renewal (Mack seconded). All yes. Motion passed.**

Finally, the Compass program was discussed. This program is related to the health insurance bundle and costs \$3,000. This program will allow employees to search for lower costs for health related services. The Board encourages the employees to use this program. **Mack moved to approve the program (LaHote seconded). All yes. Motion passed.**

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

Gary Britten, Chairman

Rosanna Violi