

Minutes of Department Head Meeting February 22, 2012

**2:03 p.m. Meeting called to order by Robert Mack**

**Roll Call by John Hrosko:** Mr. Mack, Mr. LaHote, Mr. Britten, Mr. Gottfried, Ms. Violi, Mr. Warnimont, Chief Hetrick, Lt. Pellek, Chief Brice, Mr. Hrosko (who took roll) all present. Mr. Garn and Mrs. Haar both absent.

**Recreation:** Mr. Warnimont made a comment from recycling which was held on Saturday 2/18. A resident named Tom asked to rely this on to the Trustee: too much government in these programs. Tom doesn't believe government needs to be involved as much.

Mr. Warnimont brought up the ball fields and the reimbursement from Toledo Edison. Like he mentioned previously, Mr. Warnimont stated that Toledo Edison will pay half of the bill which equals \$358.

Mr. Warnimont then went into a discussion about Girl Scout cookie unloading on Monday 2/20. Mr. Warnimont stated a letter dated from December 2011 was never given to him. He asked if anyone had seen it back in December and none of the Trustees had. Since he didn't get this letter it meant working on a holiday and thus having to have someone come in for overtime. Mr. Warnimont stated that this was the third time he had not received a letter. Discussion ensued over what happens when the mail arrives and it just states "Perrysburg Township Trustees". Ms. Violi stated that if it just reads "Perrysburg Township Trustees" it goes into the mailbox of the Chairman. It was decided if any mail comes in like that it should be opened and a copy of it should be put in each Trustees mailbox. If something comes in with an individual's name on it the mail will be put in the respective individual's box.

Finally, Mr. Warnimont mentioned Recycle Round Up will be on the 1<sup>st</sup> Saturday in May (May 5).

**Fire/EMS:** Chief Brice mentioned he had a resident who was unhappy with the EMS bill and she wanted it expressed to the Trustees. Her husband had been taken by EMS a year ago and she was taken about 6 months ago. The 1<sup>st</sup> bill was before the billing company and the changes. The 2<sup>nd</sup> came after the increased rates among other things. Mr. Mack asked and Chief Brice said this has been the only complaint on rates he knows of.

Next, Chief Brice brought up volunteer Mike Green and his interest in attending medic school. Mr. Green has been with the department for about 2-3 years and he goes on about 50% of the runs per month. He is interested in signing the agreement with the Township that he would stay here for 6-7 years and make 25% of the runs if the Township paid for him to go to this school; if he doesn't fulfill this Mr. Green would have to pay back the Township. Chief Brice's only concern is that he didn't budget for this. He doesn't think it is a big deal but still a concern at \$8,500. There are options for payment Mr. Green is looking into. Mr. Britten asked and Chief Brice stated the class starts in September and it goes for one year.

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Mr. Mack asked if Mr. Green was being groomed for full time in the future and Chief Brice stated he was. The Board was in support of it.

Finally, Chief Brice mentioned the levy issue. Chief Brice is happy the guys are being proactive on this issue. Chief Brice has crunched the numbers but still needs a few figures. Currently Fire is collecting on 3 mils and EMS is working on 1 mil. If they put a 1 mil levy on the ballot a homeowner having a \$100,000 house would pay \$30.63. A 1 mil levy would bring a total of \$362,751 to the department.

### **Police:**

Lt. Pellek brought up the issue of the two cars ready for auction. One of the cars is a Crown Victoria which is not being made anymore and elements inside of it are hard to sell. Lt. Pellek stated that last time they put those things on GovDeals they did not make much. Lt. Pellek was approached by a group that redoes police cars and looking for Ford equipment. Lt. Pellek asked if he could get around GovDeals. Mr. Britten stated they would have to have sealed bids because they are not a government entity. Mr. LaHote stated they could put it on GovDeals and put a reserve on it. Discussion ensued over reserve price on GovDeals.

Chief Hetrick brought up the idea of purchasing an ID maker. The Police Department used to create IDs for employees but it was a multi-step process. This ID maker is all in one and prints off a credit card style ID. Chief Hetrick thinks it is important that all employees have one. Chief Hetrick will do research and bring back what he finds.

Chief Hetrick advised the Board that he changed Secretary Slee's hours to 7:30 a.m. -3:30 p.m. Her old hours starting at 8:00 a.m. had the court calling her right when she walked in. Mr. Britten didn't see any problem because it is the same working hours during the day and if it makes it more efficient go ahead.

Next, Chief Hetrick mentioned that the Citizen's Police Academy is going good. They have 14 people who applied but they have 6 more spots open. He offered if any employee would like to do it to let him know.

Next, Chief Hetrick brought up the issue with the Glock firearms. The weapons are only a few years old but a 14 year old model and are having malfunctions. Chief Hetrick is very concerned with this and is trying to get them to swap them out at little or no cost. Chief Hetrick is working on getting this resolved quickly.

Chief Hetrick then brought up the SWAT team. There are 17 members total from the various entities. The team is starting meetings today and would like to order their vests. The vests are \$1,800 apiece (Township would need six). In order to get the discount they need to order them in bulk. Chief Hetrick is asking if he can front the money and get reimbursed. Mr. LaHote asked what other agencies and Chief Hetrick stated Lake Township, Northwood, Walbridge, Owens Community College, and CSX. Mr. Mack asked if Rossford would be involved and Chief Hetrick stated not yet but they will be. Mr. Mack asked what the role of CSX would be. Chief Hetrick stated the gentleman was a breeching specialist and he has federal assets which would be made available to them. Lt. Pellek stated this gentleman is much respected in SWAT.

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Chief Hetrick then mentioned that the EMS rig is ready to be painted. Chief Hetrick stated he wasn't sure if he let the Board know that Northwood also donated an EMS vehicle so they will have two which will be a benefit. Next, Chief Hetrick mentioned two things he has budgeted for. First is the CAD (computer aided dispatch) system the Township is joining with Northwood, Lake, and everyone up here. Perrysburg Township's portion \$20,102.84 is the first year set up price and \$5,437 is each year after. Chief Hetrick stated they have been working on this for a while. He goes on to discuss the benefits of this system and everything it can do. Mr. LaHote had a question related to it running over the network connection. Lt Pellek and Chief Hetrick stated that the server will be up at Northwood and everything will be backed up. Finally Chief Hetrick described replacing three computers in the police cars. He will also need to purchase six more computers. He has budgeted for this and the costs will be \$36,846.<sup>99</sup>, Chief Hetrick stated this was state term pricing. Mr. LaHote asked Chief Hetrick to look into solid state hard drive as it is a more durable material. It will cost more but has other benefits. Chief Hetrick then asked for an executive session for employee discipline.

### **Asst. to**

**Administrator:** Ms. Violi started off with Zoning. Ms. Violi gave an update of the Board of Zoning Appeals meeting which was held on Tuesday 2/21 for the two variances Chick-fil-a were requesting. The Board of Zoning Appeals approved both of those variances so Chick-fil-a is well on its way. The only things they need to work on are the bullet points from the County. Dave Kuhn is helping us out to ensure everything falls within the specs. Mr. Hrosko interjected and asked Ms. Violi to discuss what they had talked about earlier in the day. Ms. Violi stated that Chick-fil-a were not on the agenda for the Board of Appeals related to dedicated roadway issues because the Township Zoning Resolution does not have any regulations on it. Therefore how could they go before the Board of Zoning Appeals if there were no Perrysburg Township Zoning violations? Mr. Britten stated that his opinion is the Wood County Engineer has specs and the applicant needs to build it accordingly or it won't be built. Mr. Britten thought Ms. Violi had a good point that the Zoning Board can't hear it and rule on that. Next, Ms. Violi gave an update on other issues in the Zoning Office. Ms. Violi stated that FedEx submitted their site plan for formal review. They had gone before the Board for an informal review back in December 2011 but they will be on the agenda for the March 12 meeting of the Zoning Commission. Ms. Violi has passed the information along to the Zoning Commission, Dave Kuhn, and will get it to Keith Feeney later that day. Ms. Violi mentioned the meeting held on 2/22 with Speedway. Ms. Violi stated that it looks like they are going to forge ahead and get everything ready to go before the Board of Zoning Appeals and Zoning Commission later this year. The gentleman seemed to know it will be a process and he will need to get variances

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approved. More discussion ensued over Speedway building at the corner of Thompson and Route 20.

Ms. Violi then centered on the Action List. There are items on there that have been taken care but Ms. Violi wanted to make sure it was mentioned in a meeting and on the record. First, the letter from the Township regarding the light at 795 and Simmons was sent out. Secondly, Grant is out and Ms. Violi is helping out while he is gone. Next, levy is going on the ballot like Chief Brice mentioned. Mr. Mack had brought up large maps of the Township and Ms. Violi would like to know if this is something to pursue. Mr. LaHote and Mr. Britten think it would be good for meetings to point things out. Chief Brice stated that it would benefit police, fire, and EMS. Next, Ms. Violi brought up the Lakeview Rental Hall. Chief Hetrick stated it was still standing. Mr. Mack informed everyone he wrote a letter to the owner (in file) but hasn't heard anything. After some discussion it was decided that Mr. Mack would write another letter as there are multiple safety issues related to the property. Next, Ms. Violi mentioned the SRO cost sharing. Mr. Hrosko stated that this was taken care of and they calculate every two weeks.

Next, Ms. Violi mentioned the GovDeals question from Mr. LaHote. Ms. Violi stated she had a conversation with Roger at GovDeals and he said that GovDeals is the benchmark when it comes to selling government property. Ms. Violi continues and discusses what GovDeals can do in terms of default bidders and mentions the option of paying online with credit cards. Discussion ensued over using eBay as another option for items which do not sell well on GovDeals (i.e. computers).

Finally, Ms. Violi presented an idea she has been working on for a while. Ms. Violi only printed off one as it is not complete and didn't want to waste the paper. The idea is for a Resident's Guide for the Township. Ms. Violi stated that while she has been helping out with Zoning, as well as with her regular duties, there are common questions which come up. She goes on to say that a resident's guide would be a good asset for new members of the community who are unfamiliar with the area. Ms. Violi thinks this could be given to builders or businesses. The Board complimented Ms. Violi on the idea. Chief Brice thinks you got to sell yourself now a days. She asked the Board if it is something they would like to continue working on.

**Maintenance:** Mr. Gottfried began with mentioning flat tires on the backhoe after they go out and help after a fire. Most recently they helped out on the clean up after the fire on Reitz Rd. The next day they have to get the tires fixed. Mr. Gottfried asked if this was something that could be billed to the residents. There was about \$180 for repairs after the last fire. To this point no money has been recouped for any repairs. Mr. Britten stated that it would have to depend on how they billed it out. After some discussion it was decided to have Mr. Gottfried talk to Walt Celley.

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Next, Mr. Gottfried mentioned that Northwestern Water and Sewer are putting in a water line from Bates Road to Creekside this spring. Mr. Gottfried asked for the Board's signatures on the permit. Mr. Gottfried will keep everyone informed on the dates this will occur.

Mr. Gottfried then centered on the sanitary line going in on Five Point Road later this year for the work being done on St. Clare Commons in Perrysburg City. The City would like to tear up the whole road and thus this means it will close up the road in that area. Rudolph Libbe is working on this project and has been in contact with Mr. Gottfried. Discussion over using Township roads for truck traffic; Mr. Gottfried didn't think that would be good to do. Everyone thinks that they need to utilize Roachton Road. More discussion over the roads ensued. Mr. Britten will talk to be over at Rudolph Libbe.

Mr. Gottfried had a few mentionables: road side pick up at the end of March and brush pick up will start at the beginning of April.

Mr. Gottfried asked for the okay to go ahead and look into purchasing a John Deere mower. Mr. Gottfried stated he would like to do this sooner rather than later to comply with the current emission standards. Mr. Britten stated that Ft. Meigs Cemetery is looking to replace their mowers for the same reason. The Board stated Mr. Gottfried could go ahead and research it.

Along with this, Mr. Gottfried asked for the go ahead to look into a new dump truck. Mr. Gottfried stated it would be nice to have for the next winter season. The Board said this was fine to go ahead and research.

Next, Mr. Gottfried mentioned that the adjuster came to look into the truck which was in the accident on 2/11. Henderson will see what they can do with the bed as it is still under warranty. There will be a meeting on 2/27 to discuss all this.

Finally, Mr. Gottfried asked for an executive session for personnel.

**Administrator:** Mr. Hrosko gave an update on Grant who he spoke to earlier in the day. Grant will probably be release to come back to work part time in early March.

Mr. LaHote stated he had something to discuss in Executive Session related to Contracts.

Mr. Warnimont mentioned the meeting at Ft. Meigs Cemetery to have a drive through the property. This will be held on May 1.

**Mr. Britten made a motion to adjourn regular meeting and go into Executive Session for Contracts and Employee Discipline (Seconded by LaHote). All Yes. Motion passed.**

Regular meeting adjourned at 3:25 p.m. There was no other business.

**Mr. LaHote moved to adjourn. Mr. Britten seconded. All yes. Meeting adjourned at 4:08 p.m.**

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Robert Mack, Chairman

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Rosanna Violi