

Minutes of Department Head Meeting March 14, 2012

2:02 p.m. Meeting called to order by Robert Mack

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

Zoning: Mr. Garn is back and trying to get up to speed. Mr. Mack asked Ms. Violi about the Zoning Commission meeting on March 12 and Ms. Violi responded that everything went well and it was approved contingent on a letters from Dave Kuhn and Keith Feeney.

Chief Hetrick asked if it rumor about Tim Hortons not coming into the Township was true. No one had heard for certain if Tim Hortons was backing out.

Fire/EMS: Chief Brice asked the Board if it would be alright for four (4) employees to go to Columbus on 3/20/12 to train and demo firsthand the new records management program used for the Fire Department. Three employees would be on duty already so there would be no extra incurred costs for those three employees. Next, Chief Brice mentioned charges for the CPR class instructor. After a discussion within the department \$30/ person was decided as a good amount to charge. This will cover \$5 for the card, \$5 for disposable material, and \$20 for the instructors. Mr. Britten asked if the instructors would be off duty and Chief Brice stated they would. The Board didn't see a problem with this charge. Chief Brice then brought up the issues with the Public Safety Building. Chief Brice has contacted Speiker and Matt Berg came out to look at the issues. They are now waiting on someone else to come look at the issues. One of the issues is the paint flaking off on the ceiling and another is an abnormal coloring on the pipes. Chief Brice stated that this would be the third time a painter would come out for the apparatus bay. Mr. Britten asked some questions about the status of the roof. Mr. Mack asked if these issues could be the result of poor installation. Chief Brice stated that he uneducated opinion is that something in preparation was not done correctly. Mr. Mack asked about reaching the source and the Township doesn't have equipment to do this. Mr. Warnimont interjected and asked the Trustees to step-up up and get the designer and the contractor out here. Mr. Mack indicated an email should be sent to Vetter and Speiker. Chief Brice reminded everyone that Walt Celley had a meeting with all the companies where the companies stated they would take care of the issues. Chief Brice mentioned that the second tanker was put on GovDeals. Next, Chief Brice informed the Board that himself, Mr. Gottfried, and Mr. Kervin had met with Jeff from Envirocare to discuss them possibly helping Mr. Kervin out with routine maintenance of the trees and shrubs. Chief Brice stated it was a lot of work for Dan and doesn't want to overburden him as well as maintain what the community had wanted. Chief Brice asked if it would be okay for Jeff to come in and give a presentation to the Board. The Board was okay with this.

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Finally, Chief Brice brought up the EMS levy. He passed out a pamphlet (in file) and asked for guidance from the Board. Chief Brice went into detail about the figures in the pamphlet and to break even and have a little more as a cushion it looks like a 5 mil levy. Chief Brice's thought would be to ask for enough so they don't have to go back to the public and ask for more. Mr. Britten asked if they would take the other one off and Chief Brice stated he does not want to mess with the automatic renewal and would like to keep that the way it is. Mr. Hrosko mentioned that the Auditor thought it would a good idea to combine the departments and Chief Brice responded that they would then have to put on a 6 mil levy. Mr. Britten asked why they would ask for \$800,000 more than what they expect to spend. Chief Brice stated they are already short 1 million in EMS. Mr. Britten asked if the levy can be used for either or. Chief Brice stated that he would never write this one to be specific for EMS or Fire. Mr. Britten stated that if they are still asking for more this will lead to wanting to spend more money and Mr. Britten has a problem with that. Mr. Britten discussed the increase in spending the last few years and they need to do something different. Mr. LaHote mentioned some discrepancies in the pamphlet; it was decided to review the figures and ensure they are correct. Mr. Britten stated they need to get out of transferring from the General Fund because they have to justify this to the people. Mr. Britten wouldn't have a problem with 4 mils. Chief Brice would like to clarify that it was the Trustees who didn't want to put a levy for several years on even though the department asked to put it on so he doesn't feel they should be blamed for that. Mr. Britten said no but because revenue isn't coming in the department taps the General Fund the most and they are trying to balance it out now. More discussion ensued over the funding. Mr. Warnimont stated that the bottom line is they do not want to wait until it gets too late to get the information to the people. Mr. Mack presented his thoughts and stated he agreed with Mr. Britten. Mr. Mack stated they need to be cautious because there are groups out there who are outspoken and active over the issue of growing government and raising taxes. Mr. Mack stated they must be clear to the people that this is to balance the budget. More discussion ensued over the levy issue and clarifying the figures in the pamphlet.

Police: Chief Hetrick updated the Board on the handguns which were malfunctioning. They will be traded in and since the department has a \$3,100 credit with Vance it will not cost anything to the Township. The credit is from confiscated property room items which were sold. Chief Hetrick also clarified that Vance is not necessarily state term pricing for the ammo but they are the largest law enforcement vendor in the state and almost always cheaper. There was an updated on the radios; they have arrived and should be up and running by next week.

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Chief Hetrick mentioned purchase orders he left in his office but wanted to make the Board aware of them. He will present them at the next meeting. One is for light bars for the new cruiser. There are so issues with the light bar; nothing the Township did. This will be about a \$4,500 purchase order. Finally, Chief Hetrick mentioned that Vice President Biden will be in town tomorrow.

Maintenance: Mr. Gottfried presented Mr. Britten with resolutions he had requested related to Five Point Road and White Road. Mr. Gottfried stated that everything was posted all the way through all on those roads.

Discussion over the bed of the truck which was in the accident. He was at Henderson and the estimate to fix the bed was \$7,400. Mr. Gottfried has not seen an estimate on the truck but a fellow at the body shop guessed \$25,000. The frame is bent, the rear end is bent, and drive shaft needs repair; it is a 2006 truck with 6,000 miles on it. The guy at General Truck Sales just got back from vacation so Mr. Gottfried will touch base with him again.

Finally, Mr. Gottfried asked about no parking and stop sign resolutions. As he drove through Emerald Lakes/ Eckel Trace he noticed some issues. Mr. Gottfried asked if they need to pass resolutions. Mr. Britten stated that something needed to be done.

Recreation: Mr. Warnimont mentioned the purchase order he asked for approval last week about Recycle Round-up. He never got the paper signed.

Mr. Warnimont was in Perrysburg Heights talking with Steve Martin about the extra mulch and safety surface stuff. If there is extra would it be okay to donate the extra. Mr. Britten stated it was their building and their ground.

Next, Mr. Warnimont asked to pay Doug Whitner \$1,500 to work on the ball fields.

Mr. Britten made a motion to approve paying Doug Whitner (LaHote seconded). All yes. Motion carried.

Mr. Warnimont informed the Board that Mike Bureau would be out to work on the concrete for the shelter house in a few weeks.

Finally, Mr. Warnimont discussed the restaurant Sallock's and a cooler they may be willing to part with. Mr. Warnimont stated that if the Board was okay with this the food giveaway would be happy to have the extra space. Board didn't have a problem.

Administrator: Mr. Hrosko presented some things on behalf of Mrs. Haar who was absent. First was a purchase order to Rose Pest Control for \$1,283. Chief Brice interjected and asked what exactly they do for the Township because he doesn't see much done. The company comes in and lays nice traps and sticky traps for other insects and spiders. Discussion ensued over other options to help with pest control. It was decided to hold off on this until Mrs. Haar came back as she was a proponent of this in the past.

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Next, Mr. Hrosko asked for approval for fitness testing for Officer Guy Pinson \$3,600. **Mr. Mack made a motion to approve paying the bills in the amount of \$3,600 (Britten seconded). All yes. Motion carried.**

Then Mr. Hrosko brought up the property on Roachton Road as a complaint was sent to the Township. The Township owns this property.

Finally, there was discussion of events and upcoming meetings on the calendar.

Asst. to

Administrator: Ms. Violi brought up the property which Mr. Hrosko mentioned. She indicated she has received multiple calls from the Wood County Health Department and now a compliant form has been submitted. Since the Township owns the property at Roachton and Apex what would the Trustees like to do? After much discussion it was decided that the Maintenance Department would look into demolition. **Mr. Britten made a motion to have the Maintenance Department demolish the structure at 12260 Roachton Road (LaHote seconded). All yes. Motion carried.**

Ms. Violi next went through the Action List to update some items which have been taken care of but not mentioned in a meeting. These included: rescue dummy, clock synching, and ProMedica bill.

Next, Ms. Violi mentioned the asset tags which are items on the Action List. Ms. Violi and Chief Brice have been in discussion with Bottomline Inc. over the price and the quantity. It looks like there are other vendors that the Township could use and get tags for a lower price. So Ms. Violi and Chief Brice will keep the Board apprised with the information once Chief Brice receives it.

Next, Ms. Violi indicated she had Feller Finch create new maps of the Township and she put a copy in each of the Trustees' mailboxes. The new maps show the boundaries of the Township as well as go into detail about the three sections the Township is divided into for brush and leaf pick up. Ms. Violi has shown the maps to Mr. Gottfried and Mr. Hrosko and they seem to sufficient. This cost a total of \$592. Ms. Violi will now look at options for printing larger copies.

Finally, Ms. Violi thanked the Trustees for allowing her to go to the Grant Workshop down in Columbus at the OTA. Ms. Violi learned a lot of and can pass along information to the Department Heads. One of the topics she learned was that each time the Township applies and receives grant monies a Resolution must be passed. A gentleman from Jefferson Township was gracious to send along a template of the Resolution they use so this can be used in the future in our Township.

Administrator: Mr. Hrosko presented a letter from a resident complaining about their mailbox being hit by the Maintenance crews. There was much discussion over if the Township did hit the mailbox and Mr. Gottfried said he did not think that it was hit by the Township. It was decided that the Township was not at fault. Next, Mr. Hrosko brought up street lights at Broadmoor/Oregon and Cedar Park/795. Currently there are not streetlights but Mr. Gottfried believes there is

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a need at those intersections. Mr. Britten stated that they should be proactive and investigate if there is a need.

Mr. Mack asked if anyone else had anything. Mr. Gottfried brought up that he has never been approached about mold issues in this building and there has never been anything documented about it. Mr. Gottfried wanted to make sure the Trustees didn't think he was not doing his job. Mr. Gottfried stated he had spoken to Mr. Kervin about the issue and Mr. Kervin told him there was no mold in the building just that the air quality is poor.

Mr. Britten asked for an Executive Session for hiring and employee discipline. Mr. Mack asked for an Executive Session for contracts.

Mr. LaHote inquired about the accident at Roachton and 199. This seems to happen more frequently and he is wondering who they can send a letter, from the Township, stating they would like something done at that intersection. Discussion ensued over it and it was decided at Mike Stormer was the one the letter should be sent to.

Mr. Warnimont inquired about the old Knights of Columbus Hall. He stated the door is wide open and the catch basin is wide open. He also inquired about the status of the River Road property. Mr. Hrosko stated that everything was good to go with the properties. Mr. Hrosko will confer with Mr. Celley and set up a plan to get the process moving. Mr. Warnimont stated he would touch base with Mr. Scaff about the old hall.

Mr. Garn expressed his gratitude to Ms. Violi for helping out while he was gone and said the Trustees were lucky to have someone of her caliber. The Trustees were very appreciative.

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

Regular meeting adjourned at 3:26 p.m. There was no other business.

Mr. LaHote moved to adjourn. Mr. Britten seconded. All yes. Meeting adjourned at 4:23 p.m.

Robert Mack, Chairman

Rosanna Violi