

## Minutes of Department Head Meeting April 11, 2011

### 2:00pm Meeting called to order by Robert Mack

**Roll Call:** Mr. Britten, Mr. Mack, Mr. LaHote, Mrs. Haar, Mr. Hrosko, Ms. Violi, Chief Brice (@2:11), Chief Hetrick, Lieutenant Pellek, Kraig Gottfried, Grant Garn and Robert Warnimont (@2:11).

*Bob Mack* read a letter from Mayor Evans expressing his gratitude to Perrysburg Township for their fast and efficient response to their call for mutual aid for the Rose Church fire (copy in file). He will read the letter at the next meeting.

**Police:** Chief Hetrick brought up a bill from St. Luke's for blood work for an officer that was exposed and will need to be tested periodically. He said it was agreed that the general fund would pay them. Haar said she thought it was already paid and it would be checked into.

Hetrick thanked Violi for posting township information on the web site. He said he has a new person that signed up for the citizen's academy and they learned about it on Facebook.

**Maintenance:** Kraig Gottfried told the Trustees ODOT has extended the salt contract through May instead of April. LaHote said he heard the old Maumee Stamping Plant is offering to store salt for entities. Gottfried will check into this. Gottfried told the Trustees that the roadside pick up collected 3.6 tons of trash this year.

Gottfried asked the Trustees to allow him to send five guys at a cost of \$40.00 each to the LTAP trenching seminar in Beaverdam on May 8, 2012. The Trustees said yes.

Gottfried remarked that the construction on Emerald Lakes Plat 3 will start in a few weeks. The inspection process was discussed.

Gottfried told the Trustees he received a quote from Progressive Sweeping for this season and it is \$2,840.00 for the first sweep and \$2,160.00 for each of the next two. This will be brought up at Wednesday night's meeting.

An email from Wylie Trucking's attorney asking for copies of all written complaints on Wylie Trucking was discussed. The email will be sent to Solicitor Celley.

Gottfried said that a couple of employee's time sheets had changes made to them but he wasn't notified about them. He said that some comp time hours were changer to over time hours because the employee had reached their comp limit. It was agreed that in the future if changes have to be made the supervisor will be notified.

**Zoning:** Grant Garn told the Trustees he has issued some more new home permits and new home construction is on the up rise.

Garn said at the Zoning Commission meeting it was approved to pass option 2 (copy of map and minutes in file) concerning Kohl's parking lot. This means the Zoning Commission retains the right to close one of the two approved entrances to the South upon the future extension of the access roadway to the west.

Garn was asked about Eckel Trace and said that in Plat 1 and 2 only fourteen lots are left. When it comes down to about five left the developer will probably do Plat 3. Plat 4 & 5 is where the Carronade extension would be.

**Fire / EMS:** Chief Brice told the Trustees he sent them an email on changes to the dispatch response (copy in file).

Brice said the volunteers went to West Virginia and learned a lot. They all thanked the trustees for allowing them to take a Township vehicle.

Brice said Spieker came in and did some painting on the ceilings. They re-primed them before they did the painting. He said they also sent an email to the roofer and the tile people about some issues. Hopefully they will respond soon.

Brice told the Trustees that he has \$4634.00 left on his Assistant to Firefighters Grant and he would like to use it to help pay for the new thermal camera he has in his 2012 budget. He said he would have to make up a resolution to use the money for the camera and also make a change in the grant papers. **Britten made a motion (seconded by LaHote) to make the change in the grant papers and to make a resolution allowing Brice to use the money for toward a new thermal camera. All Yes Motion Approved**

Brice said he will bring it up at the next meeting that the Assistant to Firefighters grant he put in for this year was for \$30,000.00. This was to be used for nozzles and new hoses. He said he received bids from three companies all around \$23,000.00. However one company was lowest on nozzles and another on hoses, so he will split between the two companies.

Brice said that Fire Inspector Feeney called the Health Department on that house on Broad St. The Health Department was already aware of the problems there and they said they would be going out there today or tomorrow (4-21-2012).

Brice said he had another request from a volunteer to attend paramedic school.

Brice said he is a good candidate and he would like to send him. The total cost would be \$8600.00

Brice said he was crunching the numbers and had Violi make a spreadsheet for the Trustees to see. Brice said that based on the projections he made for the next five years they will need to put on a 4 mil levy to cover expenses. Options were discussed about expenses and whether it would be a five year levy or a permanent one. Mack said we still need to find out from the County Auditor what he thinks the needed mils would be to generate the needed revenue. Mack said he would call him.

**Recreation:** Bob Warnimont told the trustees Haar let him know we received the Park Grant money.

Warnimont said to remember the recycle Round-up is May 5, 2012 and the information is on the web site.

Warnimont brought up the purchase of the new John Deere mower. It was discussed that 2012 is the year to buy it before the prices go way up due to the new emissions law. It was also discussed if we should put the old one on GovDeals or keep it as a spare. Gottfried would like to see it sold before we have to start putting money into it.

Warnimont said the Monsignor at St. Rose Church was very impressed by the way the fire departments handled the fire at the church.

**Assistant Administrator:** Rosanna Violi said she finished the first draft of the Residents Guide and gave it to all the Departments to look at and asked the Trustees to look at it also. She said she had received a few changes to make. Garn suggested including a school district map.

Violi went over the action list and several items were able to be removed from it. Violi said she received information from the Area Office on Aging about a 50+ sports classic to be held in June to promote health awareness. While this is not a

Township even she thought it might be of interest to Township residents. She asked if she should put it on the web site and was told to go ahead. Violi then asked whose decision it is to put stuff on the web site and was told it is on a case by case basis.

**Administrator:** John Hrosko told the Trustees the Auditor of State put out a Fraud Hotline Bulletin. In it is says as of May 4, 2012 all new employees have to sign a form saying they received a copy of the bulletin. It was decided to have all Township employees receive the bulletin, sign the wavier and return it by May 4, 2012

Hrosko mentioned several upcoming meetings.

Hrosko asked for an executive session for contracts.

**Office:** Shirley Haar told the Trustees that back in 2008 a credit card policy was passed and then it was revised. She said that the revised policy was not passed in an open meeting. Haar also said that in 2010 it was recommended that a Flower and Gift Policy, a Holiday Gift Policy and Procedure and Holiday Food and Beverage Policy and Procedure (copies in file) be passed. These were talked about in several meetings but never passed. Haar asked the Trustees to pass all four policies tonight. **Britten made a motion (seconded by LaHote) to pass the four policies retroactively. All Yes Motion Approved**

Haar said that when the 681 Trust fund for seized drug funds was set up there should have been a motion to establish it and a resolution adopted. Haar asked the Trustees to approve the 681 Trust Fund. **Britten made a motion (seconded by LaHote) to create the Seized Money Fund #681-0000-43080 for the purpose of depositing seized money until custody can be determined. All Yes Motion Approved**

Haar asked the Trustees to approve *Resolution 2012-03 Establishing Seized Funds Trust Account* (copy in file). **Britten made a motion (seconded by LaHote) approve Resolution 2012-03. All Yes Motion Approved**

Haar said that it is time to decide if the Township is going to put an ad in the Perrysburg Messengers Progress 2012. The early bird special price for a full page ad is \$600.00. **Britten made a motion (seconded by LaHote) to put a full page ad in the Progress 2010. All Yes Motion Approved**

Haar handed out budget process sheets to all the Department Heads.

**Warnimont** mentioned that the old Moser farm market on Route 20 is now leased and called Lewis Market.

**Britten made a motion (seconded by LaHote) to adjourn into executive session for Personnel Hiring (Trustees only), personnel discipline and contract negotiations All Yes Motion Approved**

**Britten made a motion (seconded by LaHote) to adjourn executive session and return to regular session. All Yes Motion Approved**

**Britten** said he for got to mention that he received a call from Elsie Hetman concerning the traffic study on Simmons and Route 20. He said she called Randy Gardner's office to see if we could get some help. When she talked to his Secretary in Columbus Ms. Hetman said she didn't think the lady understood the area or what needed to be done. The Secretary said "To make it all work, the Township just has to sign off". Britten said he questioned what the Township has

to sign off. It was discussed what ODOT says has to be done. Britten said he doesn't think ODOT will ever put a light there. After further discussion, Britten said he would call Ms. Hetman back and try to get more information from her. Mack said he would call Randy Gardner.

**Britten made a motion (seconded by LaHote) to adjourn back into executive session with electeds only for Personnel Hiring All Yes Motion Approved**

**LaHote made a motion (seconded by Britten) to adjourn executive session and to adjourn. All Yes Motion Approved**

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Shirley A Haar –Fiscal Officer

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Robert Mack - Chairman