

Minutes of Department Head Meeting April 25, 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 Hetrick, Lieutenant Pellek, Kraig Gottfried, Grant Garn and Robert Warnimont. Chief Brice was absent

Fire / EMS: Chief Brice - absent

Recreation: Bob Warnimont told the Trustees the new playground equipment was now installed at Starbright Park. The new safety surface is also down. There was some left over and it was donated to the Heights Community Center. Warnimont then mentioned the recycle round-up on May 5th at 9am.

Maintenance: Kraig Gottfried told the Trustees he attended an open house at Sherwin Williams and looked at a litter painter he would like to buy. This would be used to paint signs, turn arrows, railroad crossing markings, parking lot lines and no parking markings. Gottfried said he could also use it to paint the salt shed. The cost of it normally would be \$729.00 but he can buy it at a show price of \$650.00. After a brief discussion; **Britten made a motion (seconded by LaHote) to purchase the painter and stencils from Sherwin Williams. All Yes Motion Approved**

Gottfried said he received a call from the president of the Cambridge Home Owners Association asking if the Township would be interested in mowing their lots this year. It was discussed and decided not to do this as Maintenance is too busy and the Association could have it done cheaper through a private company.

Gottfried said he called the Maumee Stamping Plant and to store our 786 tons of salt, they would charge us between \$3500.00 and \$4000.00 per month. Britten said that Cargill will hold the salt until 12-31-2012 for a \$5.00 per ton flat fee. There is an additional charge if the salt is not gone by 1-1-2013. Britten and Gottfried then discussed road brine and Britten concluded that it is not what it is cracked up to be.

Gottfried told the Trustees the Maintenance department would be starting their 4 day 10 hours work week on May 7th and end it sometime in September. Mack and LaHote had some reservation about not having the department manned on Fridays but Britten said there are not enough men to make efficient split crews. After a brief discussion the Trustees said ok to Gottfried's plan. LaHote said we should monitor Friday calls.

Zoning: Grant Garn told the Trustees he has issued 25% more new home permits. Garn then discussed the on site reviews of road and how Northwestern Water and Sewer charges for reviews.

The issue of the next step of construction of Emerald Lakes Plat 3 was talked about. Garn was asked if McCarthy was made aware he is going to have to pay a road inspection fee. Garn said McCarthy's engineer was at a meeting and knows about it. Garn was told that McCarthy needs to get something in writing prior to starting the project. The issue of the curb cuts and road for Kohl's and Chic Fil A was discussed.

Police: Chief Hetrick told the Trustees he is going to switch the air cards in the mobile computers from Sprint to Verizon. Sprint gets \$47.82 per card and Verizon gets \$39.99 per card for unlimited data and the 4G service. This will save over \$100.00 per month and he will start it in June.

Hetrick said that the Perrysburg Exchange Club is honoring Todd Curtis as Officer of the Year on May 14th.

Hetrick told the Trustees Officer Gladney started the six week K-9 school this week. The new dog's name is X

Hetrick said on Wednesday night he will be asking for a "Then & Now" PO made out to Ray Allen in the amount of \$751.00 for some needed K-9 equipment.

Hetrick said the dispatchers need new chairs and he contacted McNerney for some sample chairs to try out.

Hetrick said that starting in June there is going to be a severe ammunition shortage and it is recommended we purchase our 2013 ammo before June.

Hetrick said there is one more car to replace this year and that is the SRO vehicle. He would like to replace it with another SUV. The Trustees gave him permission to start looking and getting prices.

Hetrick said he still has the old radio counsel that was fried by lightning and asked if he could send it to the recycle round-up. He was told he can do that.

Hetrick asked for a short executive session for personnel hiring.

Assistant Administrator: Rosanna Violi went over some action list items that are now completed.

Violi said that on the computer replacement cycle, there are 10 up for replacement. Brice, Hetrick and Gottfried all said to go ahead as they are in their 2012 budgets. The Trustees told her to go ahead and get prices.

Violi talked about the issue of individual printers in the police department. There are 6 printers (4 in the detective room and 2 in dispatch) plus the biz hub. After talking to the department it was concluded that all the individual printers could be eliminated by moving the hub printer and getting a small printer/copier for the detective room. Violi said she still needs to talk to Brice on this.

Violi showed the Trustees a post card she made up with contact information for the Township on it. These could be given to area businesses to give out, put out at meetings and give out with new building permits. Violi gave the Trustees copies of the proposed residents guide said the cost is \$288.44 for 50 printed copies from Bottom Line Inc. It was decided to have Violi get another quote. It was also discussed where the guides will be distributed.

Administrator: John Hrosko gave the Trustees a copy of a letter he drafted to Chic-Fil-A and asked the trustees if they wanted him to send it out. The Trustees said yes.

Hrosko said he received an email from John Appt concerning the Rossford School District Master Planning Process. He said that they hired a facilitator to conduct input meeting. Mr. Appt asked that the facilitator be allowed to come to the Township after the Trustees

regular scheduled meeting on May 16th. It was decided to have him come in at 7:00pm on the 16th.

Hrosko told the Trustees they approved the Brooks Insurance renewal last week but needed them to sign a PO request. The Trustees signed it.

Hrosko gave the Trustees upcoming meeting dates.

Hrosko asked for an executive session for personnel contract negotiations

Office: Shirley Haar told the Trustees that the estimate of expenditures exceeding the estimate of revenues was caused by a few factors. The Zoning was off because in 2012 Garn asked for an increase in the trust account because he will be having more fees to collect and pay out. Since he decided to increase the expenditure we needed to increase the revenue. As far as the other accounts it is a couple of factor. The Township's carry over was actually lower that what we expected when the budget was done. Also when the County put in the taxes they were lower that we had estimated. The increase to the appropriation to the General fund was to cover the transfers to the four other accounts (Zoning 681 trust account, Police 211 account, EMS 212 account and the 204 Road & Bridge account).

Trustee Bob Mack made the suggestion to have Paul Rasmusson from Allied Waste come to a meeting.

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

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

Shirley A Haar –Fiscal Officer

Robert Mack - Chairman