

Minutes of Department Head Meeting July 11, 2012

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

Roll Call: Mr. Mack, Mr. LaHote, Mr. Britten, Mr. Hrosko, Ms. Violi, Chief Hetrick, Mr. Gottfried, Mrs. Haar all present. Mr. Garn, Chief Brice, and Mr. Warnimont were absent.

Maintenance: Mr. Gottfried mentioned the Issue 1 packet of information regarding the Glenwood Road project arrived. He and Mr. Kuhn from Feller Finch have discussed how to proceed. He will keep the Trustees informed.

Mr. Britten asked Mr. Gottfried if he talked to a guy at Rudolph Libbe about the Five Point Road project (St. Clare Commons). Mr. Gottfried stated there would be a meeting on July 13 at 9:00 a.m.

Mr. Mack let everyone know he called Mr. Frank Butler from Owens-Illinois about the agreement regarding Station 2. Mr. Butler apologized for the delay and has put it at the top of his to do list.

Police: Chief Hetrick mentioned his new work phone arrived so he can receive calls again. Next Chief Hetrick mentioned a purchase order he will present at the next regular meeting for the yearly fee to Lucas County in the amount of \$7,380. He has budgeted for this. Finally, Chief Hetrick discussed Detective Curtis' work vehicle, a Mercury Milan. He stated this vehicle is not designed for heavy wear/tear and not holding up to police standards. The Police Department will be receiving confiscated vehicles from the theft crime ring. One of the vehicles will be a Chrysler 300. Chief Hetrick believes this vehicle is in fairly good shape. More discussed ensued over if it would be well suited for the job and everyone agreed that it would be.

Mr. Hrosko asked what was being done on the Zoning vehicle. Mr. Gottfried stated the air conditioning was being fixed in it. Discussion arose if one of the confiscated vehicles could be utilized in Zoning. It will be discussed more when the vehicles arrive.

Asst. to

Administrator: Ms. Violi began by informing the Trustees that the backup tapes are being taken home by Mr. Hrsoko. This cuts any cost to remotely store them. Mr. LaHote inquired about encryption and Ms. Violi stated she would double check. Ms. Violi discussed the publication of the newest newsletter. Eight new subscribers, so that brings the grand total to almost 200. When the first newsletter went out in 2010 there were only about 50 subscribers. Then, Ms. Violi brought up a request from The Toledo Blade. The local reporter is starting a series about "getting to know your public employees". She has invited the Township to participate. Trustees had no issue with this. Finally, Ms. Violi asked for an Executive Session for personnel hiring.

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Administrator: Mr. Hrosko mentioned a letter regarding a City of Perrysburg Planning/Zoning meeting regarding property by Station 2.

Next, Mr. Hrosko discussed the FedEx JEDD receipts and how they are continuing to grow.

Then, Mr. Hrosko mentioned the gas bills for June 2012. He stated that Station 2 was the second highest and since this building is unoccupied he wanted to look into it. He will discuss this with Mr. Warnimont.

Next, Mr. Hrosko presented an updated Travel Expense Reimbursement Policy. Currently the policy allows for \$25 per diem for meals. Since most of the union contracts state \$40 per diem he believes this amount should reflect the contracts. Mrs. Haar interjected and asked for a change in the procedure section of the policy. Instead of submitting receipts to the Trustee employees should submit them to the Fiscal Officer which is what is currently being done. It will be presented to the Trustees for final approval at the next public meeting.

Mr. Hrosko then mentioned a purchase order he will present at the next public meeting to Wood County Port Authority in the amount of \$4,500. Mr. Mack stated that the Township used to pay \$7,500 and the fee will be phased out eventually. The next item Mr. Hrosko mentioned were the revenue figures presented to the Trustees a few weeks ago. He would like these figured to be past so Becky can send them down to Bowling Green. **Mr. LaHote made a motion to accept the revenue figures and send them down to Wood County (Britten seconded). All Yes. Motion passed.**

Next, Mr. Hrosko informed the Trustees that the meeting for Northwood Industries' tax abatement would be cancelled and hopefully rescheduled.

Also, Mr. Hrosko had a discussion with Mr. Rex Huffman; the last time the Rossford School Board met they didn't have quorum so there was no vote on the school property.

There will be a RTID meeting over in Rossford on July 13. Mr. Hrosko informed everyone that the Bates Road bridge project is cancelled for this year. The County found a sewer line in the center. Discussion ensued over this.

Next, Mr. Hrosko asked for an Executive Session for non-union contracts and policies as well as salaried employee contracts and policies.

Mr. Hrosko then presented a resolution prepared by Paul Dobson down at Wood County regarding the bailers for recycling. By approving this resolution the Township is officially accepting the bailers and the only thing asked of the Township will be to report what is collect.

Finally, Mr. Hrosko mentioned the Health Care Committee meeting schedule for July 17 at 9:00 a.m.

Fiscal Officer: Mrs. Haar said it was time to sign up for shifts at the Wood County Fair. It will be on August 4th from 2-6 p.m. It was decided that Mr. LaHote would take the first shift, Mr. Britten the middle, and Mrs. Haar would take the last shift.

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Mr. Gottfried asked to have an item taken off the Action List. After discussions with Mr. Celley it was decided that the Township should bill residents for work done after fires when the Maintenance Department is called in. This has only happened a handful of times and doesn't warrant the work entailed in billing.

Mr. Mack brought in information from a TMACOG meeting related to the water study. He also mentioned Mr. Tom Blaha was retiring from the Wood County Economic Development Commission. He wonders if the RTID would want to look into a partnership. Maybe it is a conversation to bring up at a future RTID meeting. Finally Mr. Mack mentioned an article in the Perrysburg Messenger Journal related to the Waterford PUDs. He stated that the article is worded incorrectly and that the residents had NO opposition to this.

Mr. LaHote made a motion to adjourn regular meeting at 2:36 p.m. and go into Executive Session for Personnel Hiring and Contracts (Seconded by Britten). All Yes. Motion passed.

Mr. LaHote moved to adjourn. Mr. Britten seconded. All yes. Meeting adjourned at 4:48 p.m.

Robert Mack, Chairman

Rosanna Violi