

Minutes of Department Head Meeting October 10, 2012

2:00pm Meeting called to order by Robert Mack

Roll Call: Mr. Mack, Mr. LaHote (2:08), Mr. Britten, Mrs. Haar, Mr. Hrosko, Ms. Violi, Kraig Gottfried, Chief Hetrick, Lieutenant Pellek, Chief Brice, Grant Garn and Robert Warnimont.

Maintenance: Kraig Gottfried told the Trustees Kitty Gibson who lives on Ducksbury Lane wants to plant a tree in the cul-de-sac (which she doesn't live on). The three residents who do live on it do not want a tree planted there. It was pointed out that the tree would be in the right-away so it can not be planted there. Gottfried will call Ms. Gibson.

Gottfried presented two quotes from Henderson Truck Equipment to the Trustees (copies in file) on repairs to the old truck he would like to replace. To sandblast, patch holes and repaint the dump box the quote was \$2,850.00. To replace the existing hydraulic system, the quote was \$6,417.00. Gottfried also said General Truck quoted a price of \$102.00 per hour to diagnose the electrical problems. Gottfried stated that the old truck is probably only worth \$12,000.00. Gottfried told the Trustees that deadline to order the new truck is October 17th. After that date the order would be the next model year and the price would go up about \$2,000.00. Gottfried was asked how many trucks the township has and he replied that without this truck the township would have seven. Gottfried said that with only seven trucks it would take more time to plow and re-plow the roads. Britten said that he felt putting this kind of money into the old truck was ridiculous. He also stated that even new trucks break down and this would make the crews even shorter on trucks. No decision was made.

Recreation: Bob Warnimont told the Trustees that about one and a half to two months ago Mr. Timbrook sent a letter requesting help from the township for the soccer league. He called Warnimont and asked if the Trustees had ever made a decision and also said if the Trustees would like him to he would attend a meeting to explain what is needed. After a brief discussion it was decided to have Mr. Timbrook come to the next meeting (if he is available). Warnimont will call him. Warnimont discussed buying a walk in cooler and said St. Jerome's school has one for sale that he thinks he can buy for \$100.00. It was recommended that Warnimont check out the operating cost and condition and bring it back up at a future meeting.

Warnimont said that currently the food program takes food over to Dr. McAuley's Court and drops it off. Their numbers have now dropped to 42 and so October will be the last month the food is delivered. After that their people will have to come to the township to pick it up.

Police: Chief Hetrick told the Trustees the ID maker is up and running. He said that everyone should contact Sergeant Gazarek (who works afternoons) to have their ID made.

Hetrick told the Trustees that on Wednesday he will ask them to approve a PO for the Safe Community grant for Sandra L. Wiechman's expenses.

Hetrick gave the Trustees a K-9 usage sheet (copy in file). Hetrick said X has found a lot of drugs

Hetrick brought up the alert CAD/Records System. He stated the system needs to be replaced as our current system is outdated and failing. Hetrick discussed the different entities that are going on it and the cost (the cost has gone up about \$4,000.00). Next year the Fire department would be able to tie into it. Brice said he has talked to Fire departments that use it and the system works well. Pellek said that Northwood uses this system and they like it a lot. This was tabled until a future meeting when the Trustees have had a chance to look over the new rates. Hetrick told the Trustees he now has two cars that are close to 100,000 miles and wanted input from the Trustees about keeping or getting rid of them. It was discussed that the Dodge's have been known to have control arm problems and it would cost about \$600.00 per vehicle to fix. Britten said that if the township is going to try and stretch them to 110,000 miles we need to put the parts in them to fix the front ends. Pellek stated the Marvin Conner keeps very good records on the vehicles and watches for things he thinks need to be replaced. An average car logs about 300 miles per day (3 shifts using it).

Hetrick said he would like to bring the SWAT agreement up for a vote at the next meeting.

Hetrick said that while the township does not have a locked box in the Police lobby for the disposal of prescription drugs, the dispatchers will accept them for disposal. It was questioned if they can accept liquid prescriptions. This will have to be checked out.

Hetrick asked for an executive session for hiring.

Assistant Administrator: Rosanna Violi went over the "action list" to eliminate any un-necessary items. It was decided that the uniform vendor agreements be taken off.

Fire / EMS: Chief Brice said that it is time to renew the Code Red annual contract at a cost of \$4,958.40. Code Red bought out the One Call Now system and so far Brice has and no complaints on it. Pellek said he felt it was more user friendly than the One Call Now. Brice will bring this up at the next meeting.

Brice asked for an executive session for hiring

Mack mentioned that he received an email from Mark Murray (copy in file) from the Kwest Group. He stated that Kwest signed an agreement to lease the billboard in front of the Kwest office (on Route 20) starting in December. They will be putting up positive messages and wondered if the Township/Police/ Fire might have some suggestions they could put in the mix.

Administrator: John Hrosko said he had the contract (copy in file) for the Baz group. He said they will review the township's calling patterns, line configurations and telephone usage. The cost is based on four and one-half times the monthly savings generated from client approved changes. Hrosko asked the Trustees to make a motion to approve the contract. **LaHote made a motion (seconded by**

Britten) to approve the Baz contract. Britten – yes LaHote – yes

Mack –abstain Motion Approved

Hrosko gave a list of upcoming meetings.

Hrosko asked for an executive session for personnel hourly contract policies

Zoning: Grant Garn read a letter (copy in file) to the Trustees concerning the Zoning Commission holding a public hearing on ZC No. 2012-02 the FedEx Ground Zoning Change Application for the rezoning of a land locked property.

They asked to have it rezoned from A-1 Agricultural to I-2 General Industrial. The Wood County Planning Commission (on 10-2-2012) recommended the proposed change be made. The Zoning Commission voted to recommend the change. The Trustees need to set a Public Hearing within 30 days. **Britten made a motion**

(seconded by LaHote) to set a hearing date for November 7, 2012 @ 6:30pm.

All Yes Motion Approved This hearing needs to be checked out with legal council due to a potential conflict of interest with two Trustees.

Garn talked about the third quarter stats he gave the Trustees last meeting (copy in file). He said that permits and monies are up this year.

Office: Shirley Haar gave the Trustees the information on the zippered padfolios that were proposed as the gifts to the employees this year. Violi contacted Staples on them and they gave her a quote of \$11.29 each with a \$52.00 set up fee for the Township logo. The total cost for ordering 120 would be \$1,406.00. The Trustees will look at the information and this will be brought up at a future meeting.

Haar reminded the Trustees they need to get together with the Department Heads on their 2013 expenses. They need to be pulled together and given to the Fiscal Officer by November 14th. On December 5th the temporary appropriations need to be passed for 2013. Trustees Mack will work with Brice on the Fire and EMS expenses. Trustees LaHote will work with Gottfried on the Maintenance and the Recreation expenses. Trustees Britten will work with Hetrick on the Police and Garn on the Zoning expenses. Haar and Becky Johnson will work on the General fund.

Tom Brice thanked the Trustees and Fiscal Officer for attending the Fire's 50th Anniversary open house on Saturday. He mentioned that State Representative Randy Gardner presented a proclamation to the Fire Department. Wood County Jim Carter also attended the event.

Britten made a motion (seconded by LaHote) to adjourn into executive session for personnel hourly contract policies and hiring All Yes Motion Approved

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

Mack said "we have interview a candidate for dispatch and at this time would entertain a motion to hire Christine Griffin or move forward with Christine Griffin predicated on a physical and verifications. We would do the physical and verifications either prior or subsequent to the actual hiring, and that decision will be made after the Administrator verifies the proper protocol and timing for this to happen." **Britten "so moved" LaHote "second" All Yes Motion Approved**

Brice – " Mr. Chairman would you consider or the Board consider making a motion to approve the four candidates that were presented to you in executive session, pending similar guidelines – completion of their medical and physiological- following the recommendations of legal council?"

Mack "sure, we are talking about Ken Coutcher, Andrew Slife, Joseph Hunyor and Andrew Berry." Brice "yes"

Mack "is there a motion?" LaHote "so moved." Britten "second" All Yes Motion Approved

Britten made a motion (seconded by LaHote) to adjourn back into executive session for personnel hourly contract policies All Yes Motion Approved

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

Shirley A Haar –Fiscal Officer

Bob Mack - Chairman