

Minutes of Department Head Meeting November 28, 2012

2:00pm Meeting called to order by Robert Mack

Roll Call: Mr. Mack, Mr. Britten, Mrs. Haar, Mr. Hrosko, Ms. Violi, Kraig Gottfried, Chief Hetrick, Lieutenant Pellek, Chief Brice and Grant Garn Robert Warnimont was absent Mr. LaHote arrived at 2.27pm. Solicitor Celley arrived at 2:30 Guest: Kelly Hemminger

Trustee Bob Mack welcomed Kelly Hemminger. Ms. Hemminger who was hired at the November 14, 2012 meeting will start working as Zoning Administrator on December 4, 2012.

Fire / EMS: Chief Brice asked for approval for a “Then & Now” PO to Toledo Hospital in the amount of \$540.00. This is for a fit for duty test. ½ will come out of Fire and ½ will come out of EMS. **Britten made a motion (seconded by Mack) to approve the PO. All Yes Motion Approved**

Brice told the Trustees the department has received just over \$2,000.00 in memorial donations for Mr. Kellermier. He said he would like to purchase two stokes baskets with the donations. The cost would be \$1,710.00. He will bring this up at the next meeting.

Brice said the Firefighter Mike Vaughn has been doing a lot of research on training programs. Last year they purchased one from 24/7 at a cost of \$2,100.00. Vaughn found a program that offers more training with better options from Center Learn at a cost of \$2,977.00. The cost of the program would be split ½ from Fire and ½ from EMS.

Maintenance: Kraig Gottfried asked the Trustees to approve a “Then & Now” PO in the amount of \$2,043.00 made out to TMACOG for the 2013 storm water dues.

Britten made a motion (seconded by Mack) to approve the PO. All Yes Motion Approved

Gottfried told the Trustees the work on Glenwood Rd has been completed and the road is open.

Police: Chief Hetrick asked permission to purchase a new bite suit to replace the ole one which is about 15 years old. He said the cost would be about \$1,500.00. The Trustees said it was ok.

Assistant Administrator: Rosanna Violi told the Department Heads that there are some forms from Kaminski that all employees need to fill out. These forms will be paper clipped to the employee's paychecks this week. Violi said that she wanted to talk to LaHote about DMC but as he is not here it will have to wait until a later time.

Administrator: John Hrosko gave the Trustees some information on the ShoreTel phone system renewal. He asked them to look it over and will bring it up at a later meeting.

Hrosko said he had an email concerning the abatement for Medical Evaluators LLC in Coventry Woods. They want to split their abatement between the two condominium owners. Britten and Mack both agreed that it would be ok to do so. Hrosko will send out a letter.

Hrosko gave a list of upcoming meetings.

Hrosko asked for an executive session for personnel hiring/ transitioning and pending litigation.

Zoning: Grant Garn said the Zoning Commission will meet on Monday December 10th @ 6:00pm for an update with Feller & Finch on the Zoning Resolution. Garn said the Wood County Planning Commission is meeting on December 4th. Garn told the Trustee that it is t time for the renewal of the Board Of Zoning Appeals members. He said Rob Black would like to renew for the 5 year term but Russ Sturgill would not. It was suggested that Rob Black would be a good person to ask about a name of a possible new full time member. Re-appointment of the Board members was tabled to a future meeting.

Recreation: Bob Warnimont - absent

Office: Shirley Haar told the Trustees the annual renewal of the Township's CLOUT membership is again \$200.00. **Britten made a motion (seconded by Mack) to approve paying the 2013 CLOUT membership dues. All Yes Motion Approved**

Haar gave the Trustees a schedule of proposed 2013 holidays and meetings. She told them she had figured the January meeting two different ways and asked them to look over the dates. Haar will bring this up at the nest meeting.

Haar brought up the issue of the HSA (Health Savings Account) funding for 2013. Haar said the preferable way would to issue an individual check to each employee for the amount of their funding and have them deposit it in their HSA. This would be a faster way of funding the accounts as opposed to making one check payable to

Huntington Bank and have the bank then deposit the correct amount into each employee's account. It was discussed if issuing individual checks was an allowable method of funding the accounts. **Britten made a motion (seconded by Mack) to approve making individual checks for the HSA funding if we can. All Yes Motion Approved** Haar will check on this and get back to the Trustees on it.

Haar asked the Department Heads to start looking over their 2012 POs to see if any of them can either be reduced or closed.

Britten made a motion (seconded by Mack) to adjourn into executive session for personnel hiring/ transitioning and pending litigation with Solicitor Walt Celley All Yes Motion Approved

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

Shirley A Haar –Fiscal Officer

Bob Mack - Chairman