

Minutes of Department Head Meeting February 13, 2013

2:01 p.m. Meeting called to order by Craig LaHote

Roll Call by Rosanna Violi: Mr. LaHote, Mr. Mack, Mr. Britten, Mr. Celley, Mrs. Hemminger, Acting Chief Pellek, Mr. Gottfried, Chief Brice, Mr. Warnimont, and Ms. Violi, all present. Mrs. Haar was absent.

Maintenance: Mr. Gottfried brought up the certification for road mileage. It decreased by .065 because of annexation. For 2011 it totaled 78.249 miles. **Mr. Britten made a motion to approve the certification of road mileage for 2011 and send it down to the County, with Mr. Mack seconding. All Yes. Motion Passed.**

Fire/EMS: Chief Brice mentioned purchase orders he will present at next week's Trustee's meeting.

1. Maintenance agreement for air compressor
2. Adding a user to pre-planning software because of addition of another computer
3. Repurchase NFPA codes after no renewing a couple of years ago due to budget constraints. Chief Brice would like to purchase the online version this time around.

Chief Brice then discussed the December 2012 billing report from Medicount Management. The total for that month was \$22,152. Discussion about the report ensued and Mr. LaHote asked Chief Brice if he could send the report via email and Brice said he would. Chief Brice then mentioned the smoke alarm testing scheduled for next week as well as his desire to proceed with the unused funds (\$7,442) from the FEMA grant. Trustees had no issue with either.

Recreation: Mr. Warnimont mentioned that last week, when running the bailers, the lights in Mrs. Hemminger's office flickered. Mr. Warnimont spoke with George Stahl and he will come out and investigate the issues. Mr. LaHote asked to have someone look into the UPS for Mrs. Hemminger as a precaution for potential future incidents.

Mr. Warnimont discussed the Memorandum of Understanding (MOU), drafted by Mr. Celley, regarding the bailers and Wood Lane Industries. Mr. Celley stated the MOU had been signed by the parties at Wood Lane and returned to the Township and all that would need to be done is a motion to approve it. **Mr. Mack made a motion to approve the Memorandum of Understanding with Wood Lane industries regarding the bailers, with Mr. Britten seconding. All Yes. Motion Passed.**

Then Mr. Warnimont brought up the Solid Waste grant application which he is working on with Mr. Gottfried. He will bring it up once it has been completed.

Finally, Mr. Warnimont brought up a thank you letter sent to the Township by individuals who helped with recycling.

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Police: Acting Chief Pellek had nothing to report.

Zoning: Mrs. Hemminger mentioned she had Township maps drafted by the Wood County Auditor Office. The maps can be printed, 36 x 44, by Bottomline Inc. and laminated for \$85. She informed the Department Heads if they would like to purchase one for their department to let her know.

Next, Mrs. Hemminger informed the Board that Ms. Hetman has indicated she would like to resign from the Board of Zoning Appeals. Mrs. Hemminger is working with Russ Miller, Chairman of the Board of Zoning Appeals, on potential replacements. Mrs. Hemminger will be out of the office from February 16- February 28.

Asst. to Administrator: Ms. Violi mentioned working collaboratively with Fire Inspector Feeney on recognizing a child who attended one of Mr. Feeney's educational session. From what he learned at that session he was able to utilize it at home when a fire occurred. A certificate of merit has been created and will be presented at a future Trustee's meeting. Secondly, Ms. Violi asked for suggestions for the next newsletter which will be published in late March.

Administrator: Mr. Celley brought up two opportunities for advertisements. First is a veterans organization entitled 40/8 which will utilize the Holiday Inn French Quarter for a conference. The second is the Perrysburg Messenger Journal who is compiling a special edition for the Fort Meigs bicentennial events. Trustees didn't have an issue with either. Discussion ensued about the events in the upcoming year for the bicentennial and what the Township would like to be a part of. Next Mr. Celley mentioned the Rossford Business Fair which will be held at Owens Community College. Reserving a booth will cost \$135 but the purchase order is for \$200 just in case the Township decides to become a member. **Mr. Mack made a motion to approve the purchase order for \$200, with Mr. Britten seconding. All Yes. Motion Passed.** This lead into a discussion of the Perrysburg Chamber of Commerce event held in April. Mr. Celley will look into more details. Mr. Celley brought up a grant workshop held down at the Ohio Township Association in Columbus. Mr. Celley would like Ms. Violi to attend at the cost of \$65. **Mr. Britten made a motion to approve allowing Ms. Violi to attend the workshop, with Mr. Mack seconding. All Yes. Motion Passed.** Next, Mr. Celley discussed the results of the BAZ Group who reviewed the telecom system. The results show an average savings of \$19,000 per year once changes are made. Many of the changes relate to lines which never were officially cancelled.

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Mr. Celley mentioned the Wood County Economic Development Commission dinner on March 20. The Township will reserve a table for 10.

Discussion then centered on Mr. Celley's conversation with City of Perrysburg's Administrator, Bridgette Kabat, regarding Perrysburg Heights. Mr. Celley stated the City of Perrysburg was interested in annexing Perrysburg Heights but would not go forward if the Township opposed it. More discussion will be held.

Mr. Celley asked for an Executive Session for personnel hiring, appointment of public official, and litigation.

Mr. Britten asked for an Executive Session for real estate.

Mr. Mack made a motion to go into Executive Session for purposes of personnel hiring, appointment of public official, litigation, and real estate. All Yes. Motion passed.

Mr. Britten made a motion to go out of Executive Session. Mr. Mack seconded. All yes.

Mr. Britten moved to adjourn. Mr. Mack seconded. All yes. Meeting adjourned at 3:49 p.m.

Craig LaHote, Chairman

Rosanna Violi