

Minutes of Department Head Meeting February 27, 2013

2:00 p.m. Meeting called to order by Craig LaHote

Roll Call: Mr. LaHote, Mr. Mack, Mr. Britten, Mr. Celley, Mrs. Haar, and guest: Mr. Tim Greenwood.

Mr. Mack made a motion to go into Executive Session for purposes of appointment of public official. Mr. Britten seconded. All Yes. Motion passed.

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

Mr. Mack made a motion to go into a regular session. Mr. Britten seconded. All Yes. Motion passed.

Mr. LaHote asked Mrs. Haar to take a second roll call.

2nd Roll Call: Chief Brice, Acting Chief Pellek, Mr. Gottfried, Mr. Warnimont, Ms. Violi. Mrs. Hemminger was absent.

Maintenance: Mr. Gottfried mentioned that roadside pickup would be at the end of March and he will ask HR on Demand and Cardinal Services for quotes and bring it to next week's meeting.

Mr. Gottfried also mentioned a phone call he received about Glenwood Road related to the mud situation. Mr. Mack stated he went out on Monday evening (2/25) and took some pictures of the area and will email them to Mr. Gottfried.

Fire/EMS: Chief Brice made a purchase order request for a life pack modem with air service with Verizon Wireless. The purchase order is to Pysio Controls in the amount of \$998.20. **Mr. Britten made a motion to approve the purchase order request, with Mr. Mack seconding. All Yes. Motion Passed.**

Chief Brice presented five names of individuals who made qualified to become volunteer firefighters: Jay Grzechowiak, Graham Miller, Paul Garland, Thomas Henry, and Tyler Crossley. **Mr. Britten made a motion to approve the five new volunteer firefighter members, with Mr. Mack seconding. All Yes. Motion Passed.** Chief Brice stated two resumes were submitted for the Deputy Chief position and would like to set up meetings/interviews with the Board of Trustees. It was decided to have the individuals come in before the March 6 Regular Meeting. The Board would meet in Executive Session at 5:30 p.m.

Finally, Chief Brice presented a letter of resignation from Jason Badenhop, volunteer firefighter. **Mr. Britten made a motion to accept this resignation, with Mr. Mack seconding. All Yes. Motion Passed.**

Police: Acting Chief Pellek requested an Executive Session to consider employment of public employee.

Everyone praised Acting Chief Pellek for his work over the past two months; a job very well done.

Minutes of Department Head Meeting February 27, 2013

Recreation: Mr. Warnimont mentioned the Solid Waste grant which helps with brush, leaves, roadside pickup. Mr. Gottfried and Mr. Warnimont worked on it together and Becky Johnson typed it all up. He will keep the Board posted.

Mr. Warnimont next mentioned that Little League would start soon and for the past few years the Township has paid Doug Whitner to take care of the fields. Mr. Warnimont will bring it up at a regular meeting but wanted to let the Trustees know. Mr. Britten asked what the stipend has been in the past; Mr. Warnimont stated it has been \$1,500 for the summer.

Mr. Warnimont mentioned the Buttonwood vendor has been taken care of and recycling has been going very well.

Asst. to

Administrator: Ms. Violi presented Resolution 2013-04 Participation in Ohio Department of Transportation Cooperative Purchasing Program. This resolution is needed in order to apply for grant monies for road signage. ***Mr. Mack made a motion to pass Resolution 2013-04, with Mr. Britten seconding. All Yes. Motion Passed.***

Administrator: Mr. Celley mentioned the Safety Council of Northwest Ohio and participation in this program will save the Township 2% on Bureau of Workers Compensation premiums. Ms. Violi will attend these meetings, with Mr. Celley attending a couple meetings as well. At the March 6 meeting, Mr. Celley will request a purchase order in the amount of \$650 to cover dues and meeting attendance.

Mr. Celley brought up IT work. He stated Teletronics sent a proposal for managed services but it was never presented to the Board of Trustees; everything is still with DMC Technology Group. Discussion ensued about current state of IT work. It was decided to bring Teletronics in to review their proposal.

Next, Mr. Celley presented the ad for the Bicentennial Edition of the Perrysburg Messenger Journal. The ad will cost \$888 and will be a half page in color. This led into a discussion of the upcoming business fairs. The Township will have a showing and work is being completed to ensure the booth will be ready.

Mr. Celley discussed a Bureau of Workers Compensation "How To Packet". This is one way to better communication with the employees and will be sent via email. The informational packet has steps and procedures on what to do if an injury occurs at work. This is more detail than what was distributed in the past and Mr. Celley encourages all the Department Heads to have their employees review and save it someone for reference, if needed.

Mr. Celley stated the County had contacted the Township regarding a traffic study for the Roachton & Hull Prairie intersection to see if a four way stop is warranted. The County would like to know if the Township has a willingness to share in the costs. Mr. Mack expressed his concerns as the Township does not have many residents in that area any more since the land has been annexed and thus there is no vested interest in the area. After much discussion it was decided Mr. Celley would get a price and the Board would review.

Minutes of Department Head Meeting February 27, 2013

Board of

Trustees:

Mr. Mack asked if there would a representative at the Tax Incentive Review Council meeting on March 20. That is also the day of a TMACOG meeting and the Wood County Economic Development Dinner. As the time gets closer Mr. Celley will make sure the Township sends a representative.

Mr. Mack stated he would attend the Sunshine Law training on March 8. Mrs. Haar will look into the elected officials' files to see if everyone has complied with requirements related to this training.

Mr. LaHote mentioned a letter he received from a resident over in the Tracy Road area regarding train noise. Mr. Celley will look into it.

Chief Brice brought up one last thing. A few volunteer firefighters will be attending a couple of training opportunities and will pay for these out of their own pockets however they are asking to use a Township vehicle for transportation. One of the training sessions is in Cincinnati and the other is in West Virginia. The Board of Trustees had not issues with this.

Mr. Mack made a motion to go into Executive Session to consider employment of a public employee. Mr. Britten seconded. All Yes. Motion passed.

Mr. Mack moved to adjourn. Mr. Britten seconded. All yes. Meeting adjourned at 3:59 p.m.

Craig LaHote, Chairman

Rosanna Violi