

Minutes of Department Head Meeting April 24, 2013

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

**Roll Call:** Mr. LaHote, Mr. Mack, Mr. Britten, Mrs. Haar, Mr. Celley, Mrs. Hemminger, Chief Brice, Deputy Chief Rodriguez, Chief Hetrick, Lt. Pellek, Mr. Gottfried, and Mr. Warnimont all present.

**Maintenance:** Mr. Gottfried made a blanket purchase order request for road improvement contracts. This is related to final bill for the Glenwood Road project. ***Mr. Britten made a motion to approve the blanket purchase order for \$4,000 with Mr. Mack seconding. All Yes. Motion Passed.***  
Mr. Gottfried also asked for an Executive Session for property purchase.

**Fire/EMS:** Chief Brice presented the Medicount report for February. He mentioned he emailed the document to everyone prior to the meeting. The Board agreed it was okay to approve and sign it.  
Chief Brice asked if it was okay to post for the vacant Captain position. ***Mr. Mack made a motion to approve posting for the Captain's position with Mr. Britten seconding. All Yes. Motion Passed.***  
Lastly Chief Brice presented the mutual aid agreement with the 180<sup>th</sup> Air Guard. This agreement was approved months ago but they are requesting a signed copy with all the Trustees' signatures and not just the Chairman of the Board.

**Police:** Chief Hetrick asked for the formal approval of Deputy Chief Gilmore's wage agreement. He will be a FLSA exempt employee with a salary of \$56,000, effective July 1, 2013. ***Mr. Britten made a motion to approve the wage agreement for Deputy Chief Gilmore with Mr. Mack seconding. All Yes. Motion Passed.***  
Next, Chief Hetrick made a purchase order request to Steven Campbell Associates for \$2,300 for the annual recorder maintenance agreement. ***Mr. Mack made a motion to approve the purchase order request to Steven Campbell Associates with Mr. Britten seconding. All Yes. Motion Passed.***  
Chief Hetrick also discussed the Computer Aided Dispatch RMS system. It will be subject to competitive bidding because of the cost. Chief Hetrick would like to get approval to get the specs together and bid out to the public. Both police and fire will be on one system. ***Mr. Britten made a motion to approve bidding out the specs for the Computer Aided Dispatch RMS system Mr. Mack seconding. All Yes. Motion Passed.***  
Finally, Chief Hetrick requested, in conjunction with the Fire Chief, an Executive Session for hiring.

**Recreation:** Mr. Warnimont passed out an email from Mike Timbrook about how the Township can help with the soccer fields. Mr. Britten stated he would contact Mr. Timbrook about the email.

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Next, Mr. Warnimont discussed the old school on Lime City. There are things on the property Mr. Warnimont would like to use and the Board had no issue with it.

Discussion then ensued about the school property and what can be done in the future.

**Zoning:** Mrs. Hemminger stated there was one application for the alternate position on the Board of Zoning Appeals, Mr. Jim Bilkovsky. Mr. Russ Miller has communicated with Mr. Bilkovsky and sees no issue with his possibly appointment. ***Mr. Britten made a motion to approve Jim Bilkovsky as an alternate member of the Board of Zoning Appeals with Mr. Mack seconding. All Yes. Motion Passed.***

**Admin:** Mr. Celley made mentioned about multiple calls received from residents over the vehicle speed on Thompson Road. Mr. Britten stated there was a study done a few years back and ODOT had said no changing anything. It was decided to look into stop signs in the area. Mr. Celley presented an updated JEDD revenue sheet. The City of Toledo miscalculated the revenue and the total was raised by \$8,653. Finally, Mr. Celley asked about looking into a private auditor instead of the State of Ohio. Mr. Britten asked about the benefit and Mr. Celley stated it would lead to continuity as someone that handles our account from a CPA firm year to year would have the same manager. The Board stated it was okay to look into this option.

**Fiscal Officer:** Mrs. Haar presented the 2014 revenue packets.

**Trustees:** Mr. LaHote made mention he will be excused from the May 15 Trustee meeting. Then discussion of the IT managed services ensued. Pros/cons of all options were discussed. It was decided to give DMC 90 days notice and try Perry ProTech. ***Mr. Mack made a motion to approve giving notice to DMC and move forward with the agreement with Perry ProTech with Mr. Britten seconding. All Yes. Motion Passed.*** Finally, Mr. Britten made mentioned Mike Stormer contacted him to inform him of improvements scheduled for Roachton Road and State Route 199. The improvement to this intersection will include a roundabout. More details will emerge soon.

**Mr. Mack made a motion to go into Executive Session for property purchase and hiring with Mr. Britten seconding. All Yes. Motion passed. Further business might be conducted.**

**Mr. Britten moved to adjourn. Mr. Mack seconded. All yes. Meeting adjourned.**

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Craig LaHote, Chairman

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Rosanna Violi