

PERKINS TOWNSHIP TRUSTEES

ORGANIZATIONAL SESSION

January 14, 2020

The Perkins Township Trustees met Tuesday, January 14, 2020 in the Township Services Facility located at 2610 Columbus Avenue. Trustees present were Timothy Coleman, Jeffrey Ferrell and James Lang. Outgoing Chairman Coleman opened the meeting with the Pledge of Allegiance at 6:00 p.m.

AGENDA

Mr. Coleman moved to adopt the agenda as presented. Mr. Ferrell seconded the motion. All were in favor.

MINUTES

Mr. Coleman moved to approve the minutes of the Regular Sessions of November 12 and November 26, 2019. Mr. Ferrell seconded the motion. All were in favor.

FINANCIAL REPORTS

Mr. Coleman moved to approve the financial reports for the month ending December 31, 2019 and the period ending January 14, 2020. Mr. Ferrell seconded. All were in favor.

NEW BUSINESS

Resolution 2020-001

Elect Jeffrey Ferrell Board Chairman for 2020

Mr. Coleman moved to elect Jeffrey Ferrell as Board Chairman for 2020. Mr. Lang seconded the motion. Roll call vote: Mr. Lang, aye; Mr. Ferrell, abstain; Mr. Coleman, aye. Motion passed.

With that Mr. Coleman turned the meeting over to Mr. Ferrell.

Resolution 2020-002

Elect Timothy Coleman Board Vice-Chairman for 2020

Mr. Ferrell moved to elect Timothy Coleman as Board Vice-Chairman for 2020. Mr. Lang seconded the motion. Roll call vote: Mr. Lang, aye; Mr. Coleman, abstain; Mr. Ferrell, aye. Motion passed.

Resolution 2020-003

Promote Brent Bronner to Captain

Mr. Ferrell moved to promote Brent Bronner to the position of Captain with an hourly wage of \$23.81 per hour plus a 5% Educational Bonus, effective January 18, 2020. Mr. Coleman seconded the motion. Chief Murphy gave an educational background of Officer Bronner. Mr. Ferrell thanked Officer Bronner for his commitment to the Township. Both Mr. Lang and Mr. Coleman agreed. Roll call vote: Mr. Lang, aye; Mr. Coleman, aye; Mr. Ferrell, aye. Motion passed.

Resolution 2020-004

Designate Meeting Dates and Times for Regular Session Board Meetings

Mr. Ferrell moved to set the second Tuesday at 6:00 pm and the fourth Tuesday at 8:00 am for the regular session board meetings. Mr. Coleman seconded the motion. Roll call vote: Mr. Lang, aye; Mr. Coleman, aye; Mr. Ferrell, aye. Motion passed.

Resolution 2020-005

Act as a Body to Supervise, Maintain and Repair Township Roads

Mr. Ferrell moved to authorize the Board to act as a Body to supervise, maintain and repair township roads. Mr. Coleman seconded the motion. Mr. Ferrell noted that this was something the Board was required to do by the Ohio Revised Code. Roll call vote: Mr. Lang, aye; Mr. Coleman, aye; Mr. Ferrell, aye. Motion passed.

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Resolution 2020-006

Authorize Fiscal Officer to Request Tax Advances from Erie County Auditor

Mr. Ferrell moved to authorize the Fiscal Officer to request tax advances from the Erie County Auditor. Mr. Coleman seconded the motion. Mr. Ferrell noted that this was routine practice. Roll call vote: Mr. Lang, aye; Mr. Coleman, aye; Mr. Ferrell, aye. Motion passed.

Resolution 2020-007

Hire/Appoint Township Employees

Mr. Ferrell moved to hire/appoint the current Township Employees as of January 1, 2020 as follows:

Administration – Full time

Gary Boyle, Administrator
Lynn Hargrave, Administrative Assistant and EMS Billing
Kathy Niehm, Administrative Clerk
Ashley Ohlemacher, Executor Coordinator

Fire-Full Time

Bradley Baer	Brian Hackenburg	Eric Pearson
Troy Barker	Michael Pflieger	Bryan Brace
Brian Irvan	Angelo Triana	Brent Bronner
James Johnson	Adam Buga	William LaFene
Brian Casper	Daniel Yost	Keith Eastman
Bradley Zieber	Sean Finnegan	David Murphy
Brian Martin	Benjamin Gotschall	

Fire-Part Time

Jeffrey Sommers	Scott Hillman	Jacob Buchanan
Daniel Sharpe	Tyler Sams	Scott Ball
John Grieve	Erica Gedridge	Benjamin Roberts
Bryan Cox	Robert Holm	Zachary Taylor
Aidan Fisher	Chase Green	Erik Hansberger
Kegan Lobsinger	Robert Maschari	Tanner Roth
Levi Soule	Kye Stevens	Dalton Wilson

Police-Full Time

Robb Parthemore	Vincent Donald	Jonah Roesch
Richard Henderly	Timothy Alexander	Jeffrey Musser
Joseph Rotuno	Brent Adams	Martin Curran
Tonya Corbin	Joseph Bauman	Jacob Marsinick
Justin Dority	Jeffrey Briggs	Joshua Lanyi
Elizabeth Thayer	Stephanie Chapman	Victoria Bailey
Sean Collins	Michael Jarrett, Jr.	Tyler Rospert
Charles Life		

Jacquelynn Stocker, Records

Police-Part Time

Peter Gale	Ronald Kisner	Ryan McDermott
Sylvan Wahl, Evidence		Steven Westcott, Evidence
Jessica Elliott, Records		

Police –Auxiliary

Chaplain John Adams

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Public Works-Full Time

Rick Crawford Raynaldo Cruz Joseph Kirk
Brian Kuns David Stang

Public Works – Seasonal

Jeffrey Dalton Mary Knight Dylan Nason

Community Development - Full Time

George Poulos Paul E. Ricci Katherine Maloney Melanie Murray

Community Development - Part Time (as needed/per inspection)

Stephen Ritzenthaler Greg Capucini Steven Brown
Robert Kurtz Josh Fox

Mr. Coleman seconded the motion. Roll call vote: Mr. Lang, aye; Mr. Coleman, aye; Mr. Ferrell, aye. Motion passed.

Resolution 2020-008

Appoint Board/Committee Members for 2020

Mr. Ferrell moved to appoint the following board/committee members for 2020:

- Welfare Board-Jeffrey Ferrell
- Sand Hill Cemetery-James Lang
- Memorial Day- Kathy Niehm
- Health District-Jeffrey Ferrell
- Park Board- James Lang, Gary Toll, Donna Andres, Robert McDowell, Dan McLaughlin and Mary Peterson
- Erie County Regional Planning-James Lang and Melanie Murray
- Erie County Council of Governments-Timothy Coleman; Jeffrey Ferrell, Alternate
- 911 Board-Timothy Coleman
- Emergency Management Advisory Council-James Lang, Robb Parthemore, David Murphy, Gary Boyle
- Volunteer Fire Fighters Dependents Fund-James Lamb, Diane Schaefer
- Fire Appeals Board-James Lang, Rick Myosky
- Records Commission Board- Jeffrey Ferrell, Diane Schaefer, Kathy Niehm
- Zoning Commission –
 - Greg Schmid, Term Ending 12/31/2023
 - John Lippus**, Term Ending 12/31/2022
 - Cheryl Best-Wilke, Term Ending 12/31/2021
 - Kula Hoty-Lunch, Term Ending 12/31/2020
 - William Criscione, Term Ending 12/31/2024
 - Les Wilson, Alternate**
- Board of Zoning Appeals-
 - Mike Bixler, Term Ending 12/31/2023
 - Theodore Kastor, Term Ending 12/31/2022
 - Gary Gast, Term Ending 12/31/2021
 - William Spence, Term Ending 12/31/2020
 - Larry Pitts, Term Ending 12/31/2024
 - David Bertsch, Alternate
- CLOUT-Jeffrey Ferrell, Gary Boyle
- Erie County MPO Technical Advisory - Gary Boyle, Timothy Coleman
- Erie County MPO Policy Committee – Gary Boyle, Timothy Coleman
- Tax Incentive Review – Gary Boyle
- Erie County Land Bank –Paul Ricci, Gary Boyle
- RCO & IMPC Board of Appeals -
 - Mike Oglesbee, term ending 12/31/2023
 - Tony Schaefer, term ending 12/31/2022
 - Brian Stanley, term ending 12/31/2021
 - Ed Windau, term ending 12/31/2020
 - Dave Rengel, term ending 12/31/2022
 - Ted Kastor, Alternate

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Mr. Coleman seconded the motion. Roll call vote: Mr. Lang, aye; Mr. Coleman, aye; Mr. Ferrell, aye. Motion passed.

Resolution 2020-009

Adopt 2020 Fee Schedules

Mr. Ferrell moved to adopt the 2020 Fee Schedules as follows:

<u>CEMETERY</u>	<u>Resident</u>	<u>Non-Resident</u>
Grave Spaces	\$450.00	\$725.00
Internment Opening and Closing – Weekday Monday-Friday, 7:00 am -3:30 pm	\$425.00	\$675.00
Internment – Saturday or after weekday hours	\$750.00	\$1,000.00
Sunday & Federal Holidays	\$850.00	\$1,110.00
Cremation Burial	\$200.00	\$250.00
Infant Burial	\$125.00	\$125.00
Disinterment	\$1,100.00	\$1,100.00

PUBLIC WORKS

Labor rate for all staffing plus admin fee, \$25.00 per hour
Right-of-Way Use/ **Driveway Permit \$50.00 each**
Street Sweeper, one hour minimum \$65.00 per hour plus labor
Backhoe, one hour minimum \$50.00 per hour plus labor
Loader, one hour minimum \$60.00 per hour plus labor
Skid-Steer, one hour minimum \$40.00 per hour plus labor
Road Mower, one hour minimum \$30.00 per hour plus labor
Single Axle Dump w/Salt Spreader \$45.00 per hour plus labor, plus material
(Salt \$80 per ton)

POLICE DEPARTMENT

Parking Ticket: Handicap, payment made within 72 hours: \$250.00
Parking Ticket: Handicap, Payment made after 72 hours: \$300.00
Parking Ticket: Handicap, payment made after 10 days: \$350.00
Parking Ticket: Fire Lane, other, payment made within 72 hours: \$50.00
Parking Ticket: Fire Lane, other, payment after 72 hours: \$75.00
Parking Ticket: Fire Lane, other, payment made after 10 days: \$150.00
Parking Ticket: Parking in Prohibited Area \$50.00
Warrant Service: \$20 flat fee per person, plus mileage \$2.00 for the first mile
and \$1.00 for every mile thereafter, round trip
Fingerprinting: \$5.00 per occasion
Towing and License Plates: for filing, storage and documentation, \$45.00 upon release
Breathe Testing: \$5.00 for each incident when requirement of court order
Probation, etc. (Not a fee for an arrested individual)
Towing rotation application fee \$175.00
Storage Fee for Forfeited Vehicles \$25.00 per day
Copies of DVD's or CD's fee \$1.50 per copy
Urine Analysis Fee Schedule:
Test with no confirmation: \$37.00 (we do not charge this back)
Test with one confirmation: \$37 + \$70: = \$107
Test with two confirmations: \$37 + \$140 = \$177
Test with three confirmations: \$37 + \$150 = \$187
The fee will not be above \$187 for any other confirmations over three.
Extra Duty Detail fee: \$42.66 per hour – Weekdays between 7 a.m. and 4 p.m.
(minimum two hours)
Extra Duty Detail fee for work performed between 4 p.m. and 7 a.m. and for any work
performed on a Saturday or a Sunday: \$43.77 per hour (minimum two hours)
Extra Duty Fee for work performed on a federally recognized holiday: \$60.22 (two hours
minimum)
Extra Duty Cruiser fee: \$19.75 per hour (minimum two hours)

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OTHER FIRE AND POLICE

Ambulance Call, ALS 1 \$765.86 and \$12.66 per loaded mile
Ambulance Call, ALS 2 \$1,115.24 and \$12.66 per loaded mile
Ambulance Call, BLS \$557.62 and \$12.66 per loaded mile
CPR Classes \$5.00 to \$10.00 per Person (cost of AHA card)
Motor Vehicle Accidents, Basic Charge \$300.00
Motor Vehicle Accident, Full Charge \$600.00
Motor Vehicle Accident, Extended Charge \$900.00
Ambulance Fee for PHS Football Game Charge \$175.00
Fire Pumper, minimum one hour, \$150.00 per hour plus labor
Quint, minimum one hour, \$150.00 per hour plus labor
Rescue Truck, minimum one hour, \$150.00 per hour plus labor
Emergency Squad, minimum one hour, \$150.00 per hour plus labor
Grass Fire Truck, minimum one hour, \$150.00 per hour plus labor
Ambulance Fee for Coroner, \$500.00, plus labor if tone out required
Police Officer and Vehicle, minimum one hour, when needed, \$100.00

PERKINS TOWNSHIP COMMUNITY DEVELOPMENT FEES

ZONING

Zoning Change Applications - \$350
Variance Applications - \$350 & \$25 for each issue after initial request
Conditional Use Permit Applications - \$350
PUD (planned unit development) Applications - \$400
House Moves - \$150 (Does not include foundation or remodeling permits)
Transient Vendors - \$150 (For ninety days)
Small Shed, Deck & Porch - \$65 (199 sq. ft. or less)
Accessory building 200 sq. ft. or greater - \$75
Fences - \$35
Swimming Pools - Above Ground - \$25, In-ground - \$75
Addition and Alterations Review - \$50 + \$0.05/ sq. ft.
Single Family Home Review - \$125 + \$0.05 sq. ft.
Multi Family Home Review - \$125 + \$0.05 sq. ft.
Portable Signs - \$150 per 3 Month period
Temporary Signs - \$75 Up to six months
Signage face change only - \$25 (Must be same material, size, no cabinet changes)
Signage review - \$100 + \$.10 per sq. ft. of signage (Not required for face change only)
Commercial Alteration no changes to use or footprint - \$25
Commercial Addition (no changes to use) - \$100 + \$0.07 sq. ft.
New Com. or Industrial construction (change of use, additions, or alteration of building footprint) - \$200 + \$0.07/ sq. ft.
Site Plan Review - \$100.00
Temporary Store - \$100.00
Temporary Construction Trailer - \$25.00
Electronic Message Board Annual Fee - \$25.00
Zoning Verification Letter - \$25

NUISANCE ABATEMENT FEES per ORC 505.87

Removal of vegetation, refuse, debris - \$150 per hour, one (1) hr. min.
Nuisance Administration fee - \$150

RESIDENTIAL BUILDING

(add 1% surcharge to all fees – to be paid to Ohio Board of Building Standards)

BUILDING

New Construction – \$200 + \$0.10 sq. ft.
Additions or Alterations – \$200 + \$0.10 sq. ft.
Crawl space or Basement – foundation only - \$60; Basement only + \$0.10 sq. ft.
Deck – \$60; greater than 200 sq. ft. + \$0.05 sq. ft.

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Patio or Deck/Porch Roof - \$75
Roof Replacement - Value of Construction < \$10,000 - \$100
Roof Replacement - Value of Construction => \$10,000 - \$150
New Detached Garage, Carport or Accessory Structure - \$200
Demolition of Structure - 200 – 599 sq. ft. - \$25
Demolition of Structure - 600 sq. ft. or greater - \$150
Removal of building or structure 200 sq. ft. or greater from one lot to another - \$150

ELECTRICAL (fees are per unit – Multi-family – count each unit separately)

New Construction - \$200 (includes temporary service)
Base Fee (includes service change or upgrade) - \$150
Temporary Service - \$75 (1 inspection)
Minor Electrical Alteration or Swimming Pool - \$100
Service Reconnect – Meter inspection only - \$75 (1 inspection)

MECHANICAL (fees are per unit – Multi-family – count each unit separately)

Base fee - \$150
Furnace, **Hot Water Heater**, or Boiler Replacement - \$75
Furnace & A/C Condenser - \$75
Extend existing ductwork or hydronic piping - \$75
Add A/C to Existing System - \$75
Air Handler with Ductwork - \$75
Wood-burning Stove, Fireplace or wall heater - \$75

OTHER: (fees are per unit – Multi-family – count each unit separately)

Special Inspection (including after hours) - \$100 hr. (minimum of one-hour fee)
Inspection Recall fee - \$75

COMMERCIAL BUILDING

(add 3% surcharge to all fees – to be paid to Ohio Board of Building Standards)

Preliminary Plan Review - \$130 per hour
Electrical Upgrade 400 Amps or less - \$150
Electrical Upgrade Over 400 Amps - \$275
Electrical Temporary Service - \$100 (one inspection)
Electrical Minor Alteration - \$100 (one inspection)
Mechanical Replacement of Appliance - \$150
Special Inspection - \$225 each trade
Temporary (Partial) Occupancy - \$200
Certificate of Occupancy – Existing Structure - \$275
Certificate of Occupancy (in conjunction with plan review for New, Addition, Alteration)-
\$65
Temporary Occupancy (Tents/Membrane Structures) - \$125 per trade
Demolition – Structural - \$225, Electrical - \$225
Signs – Plan review – \$100
Signs - \$125 each
Building – New Construction, Addition, Alteration, Change of Use - \$275 base fee +
\$10.50 per 100 sq. ft. or lineal ft.
Mechanical – New Construction, Addition, Alteration - \$275 base fee + \$6.50 per 100 sq.
ft.
Electrical - New Construction, Addition, Alteration - \$275 base fee + \$6.50 per 100 sq. ft.
or lineal ft.
Fire Alarm – New Construction, Addition, Alteration - \$275 base fee + \$6.50 per alarm
device
Sprinkler System/**Hood Suppression System** - New Construction, Addition, Alteration -
\$275 base fee + \$6.50 per 100 sq. ft.
Industrialized Unit - \$200 base fee + \$1.75 per 100 sq. ft.

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LATE FILING FEE – filing application after work has started – 100% of the normal fee (fee is doubled)

CONTRACTORS

Annual Registration - \$100 each trade, maximum \$200

Working without registration - \$100 late registration in addition to regular fee.

Types of contractors required to register – General, Electrical, HVAC, Roofing, Deck and Fence, Sign, Demolition, Fire Safety, Hydraulic, Refrigeration, Excavating, Concrete and Asphalt, Other.

PARKS

Gazebo Reservation - \$25.00 non-Refundable

PAVILION

Residents: **One Side - \$300.00**
 Both Sides - \$600.00
 Deposit - \$100.00 (No alcohol)
 Deposit - \$250.00 (Alcohol)

Non-Residents: **One Side - \$350.00**
 Both Sides - \$700.00
 Deposit - \$100.00 (No alcohol)
 Deposit - \$250.00 (Alcohol)

Use of tables only during daylight hours, no kitchen use - \$75.00 per side

Non-profit organizations – free usage Sunday-Thursday provided it is not otherwise scheduled for use.

OTHER TOWNSHIP FEES

Garnishment Processing Fee, per person, \$3.00 per paycheck

Check Stop Payment, \$40.00 per lost check

Returned Check Fee, \$25.00, plus charge from the bank

Copies, \$0.10 per page

Accident Reports, \$0.10 per page

Reports Certified by Fiscal Officer, 1st page \$5.00, additional pages \$0.25 each

Fire and/or EMS Reports Certified by the Fire Chief, 1st page \$5.00, additional pages \$0.25 each

Employee Mileage Reimbursement-IRS Current Rate – **57.5 cents for 2020**

Credit card convenience fee – 5% of transaction

Mr. Coleman seconded the motion. Ms. Schaefer noted that changes were indicated in bold print. Mr. Ferrell had requested that the new Special Detail rates be eliminated at this time and we will continue to use the old fee structure until further notice. The resolution as adopted have the old rates. Roll call vote: Mr. Lang, aye; Mr. Coleman, aye; Mr. Ferrell, aye. Motion passed.

Department Reports

Fire Department – Chief Murphy did not have much to report. Preliminary reports show that runs are up. Purchase Orders have been submitted and opened for most items.

Public Works Department – Director Crawford stated that there were a couple of leaf boxes need to be scrapped. Inventory is complete. Bids are being accepted for the Campbell-Schenk paving project.

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Resolution 2020-010

Dispose of Old Leaf Boxes

Mr. Ferrell moved to dispose of the old leaf boxes in the best way possible. Mr. Coleman seconded the motion. Roll call vote: Mr. Lang, aye; Mr. Coleman, aye; Mr. Ferrell, aye. Motion passed.

Recreation – Nick Blovsky reported that he has finished the inventory for the baseball and will have a list of things they need for the upcoming season. Registration will start at the end of the month. He is working on the schedule for the indoor facilities and will be meeting with the FIB group.

Police Department – Chief Parthemore would like to use interns from Sandusky High School. The Board had no objection. Mr. Coleman commended the Department for their actions on a suspicious person in his neighborhood.

Community Development – Paul Ricci gave an update on the activities of his department with the report being on file.

Zoning – Melanie Murray gave her report. They had two zoning hearings which will be coming to the Board for hearings in February.

Administrator – Gary Boyle gave his report which is on file. There will be a meeting with the IT personnel tomorrow. In connection with that there is a need for Server hardware replacement.

Resolution 2020-011

Supplemental Appropriations – Servers

Mr. Coleman moved to approve supplemental appropriations as follows to allow for the purchase of Servers and related services as proposed:

1000-120-740-0000 Machinery, Equipment & Furniture	\$70,000
1000-120-310-0000 Professional & Technical Services	\$10,000

Mr. Ferrell seconded the motion. Mr. Coleman said that this was critical to our operations. Ms. Schaefer asked that if it was for all departments, then the supplementals should come from the 120 section of the General Fund. Roll call vote: Mr. Lang, aye; Mr. Coleman, aye; Mr. Ferrell, aye. Motion passed.

Mr. Boyle then noted that the Public Works Director has been working on estimate for a storage unit. In anticipation of the permanent appropriations, he is asking the Board to approve the preliminary cost now.

Resolution 2020-012

Supplemental Appropriations – Storage Building

Mr. Coleman moved to approve supplemental appropriations for the design work on a new storage building:

4906-120-316-0000 Engineering Services	\$20,000
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Mr. Ferrell seconded the motion. Ms. Schaefer noted that since this will house equipment from multiple departments it should be taken from Fund 4906 which has a balance of \$39,000. This is the balance of the sale of property to Kroger's. Roll call vote: Mr. Lang, aye; Mr. Coleman, aye; Mr. Ferrell, aye. Motion passed.

Notices/Correspondence

- Next Regular Meeting – January 28 @ 8:00 am
- Inventories were due January 13th (One hard copy & one Excel File)
- Liquor Permit transfer – D1-D2-D3-D6 from MeKong LLC, 4318 Milan Road to RGS, Inc. dba Perkins Restaurant, 4710 Milan Road. This was the license that was being held in safekeeping. The Board had no objections.

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Fiscal Officer Comments

- Payments for the period December 28, 2019 through January 17, 2020 totaling \$299,080.98 which included: Ed Burdue & Co for Galloway & Strickfaden drainage issues; Ohio Treasurer for the first half payment of the OPWC Strub Road loan
- Most of the Prior Year's Purchase Orders have been closed or adjusted. The certificate of carryover amounts will be sent to the County Auditor soon.
- The majority of the 2020 Purchase Orders have been opened for all departments
- Received revised evaluation & estimate collections from County – Evaluation increase approximately \$3.5 Million, resulting in a net increase of \$35,000 in the estimated tax collection.
- The 2019 Appropriations included several approved transfers of funds, if needed. In order to provide the Police Fund with adequate cash funds to start 2020, \$200,000 of the \$400,000 was transfer from the General Fund to the Police Fund. This is a permanent transfer and highlights that the Police Levy is not supporting the much-needed operations of the police department.
- The following transfers from the General Fund were also done in 2019 to cover open purchase orders:
 - 4910 for Engineering for Sidewalks - \$7,000
 - 2913 for Equipment in Abernathy Park - \$70,000
- The following Advances from the General Fund to reimbursing grants were repaid in 2019:
 - 2291 Police DOJ Fund - \$9,376
 - 2912 ODNR Grant - \$21,563
- Part-time Officer Pete Gale will receive a rate increase to \$16.00 per hour retroactive to July 7, 2019, for his tenth year with the department
- Officer Victoria Bailey was promoted to Class B under the old contract as of January 9, 2020, Class A under the new contract. Her class B rate is \$24.51. Payroll will make the changes to the new Class A rate as soon as we received a copy of the signed contracts.
- New 2019-2022 contracts – wage adjustments and back pay will be calculated as soon as we receive the signed contracts.

Trustees Discussion - None

Public Forum – None

Mr. Coleman welcomed Perkins student Matthew Herrington.

Adjournment:

With no further business, Mr. Coleman moved to adjourn the meeting at 6:35 pm. Mr. Ferrell seconded the motion. Roll call vote: Mr. Lang, aye; Mr. Coleman, aye; Mr. Ferrell, aye.