

PERKINS TOWNSHIP TRUSTEES

REGULAR SESSION

March 24, 2020

The Perkins Township Trustees met Tuesday, March 24, 2020 in the Township Services Facility located at 2610 Columbus Avenue. Trustees present were James Lang, Timothy Coleman, and Jeffrey Ferrell. Chairman Ferrell opened the meeting with the Pledge of Allegiance at 8:00 a.m.

AGENDA

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

FINANCIALS

Mr. Ferrell moved to approve the financial reports for the period ending March 27. Mr. Coleman seconded the motion. All were in favor.

NEW BUSINESS

RESOLUTION 2020-038

**Hire Brittany Henley as an Administrative Assistant for
Public Works/Fire Departments**

Mr. Ferrell moved to hire Brittany Henley as an Administrative Assistant in the Public Works/Fire Departments as of March 30, 2020 per proposed Schedule A, with a starting rate of \$16.00 per hour. Mr. Coleman seconded the motion. Mr. Boyle reported that this was advertised because of the recent resignation. There is a need in both the Public Works and Fire Departments. Chief Murphy said that they interviewed five applicants and feel that Ms. Henley will meet the needs of both departments. Roll call vote: Mr. Lang, aye; Mr. Coleman, aye; Mr. Ferrell, aye. Resolution adopted.

RESOLUTION 2020-039

Approve the Final Plans for Lake Pointe Condominium No .3

Mr. Ferrell moved to approve the final plans for Lake Pointe Condominium No. 3. Mr. Coleman seconded the motion. Mr. Boyle asked Ms. Murray to read the staff reports regarding the project. Mike Taus was in attendance to answer any questions the Board had. Mr. Ferrell said that they are always happy to have residential development in the Township. regarding this project. Roll call vote: Mr. Lang, aye; Mr. Coleman, aye; Mr. Ferrell, aye. Resolution adopted.

DEPARTMENT REPORTS

Fire Department – Chief Murphy said they were reviewing the protocol for the department as it applies to COVID-19.

Police Department – Chief Parthemore said that he was looking into obtaining more PPE equipment.

Public Works – Director Crawford said that most of his department was being separated as they do the job assignments.

Zoning – Ms. Murray gave updates on her activities.

Recreation – Mr. Blovsky reported that baseball was officially postponed. He has contacted all the umpires. While they were not happy, it needed to be done.

Administrator – Mr. Boyle reported that most of staff was working remotely from home. As of last weekend, the public was only allowed into the offices on a limited basis. We are continually reviewing the procedures to assure the safety of all personnel.

Mr. Boyle explained that staff had been reviewing the exit interview policy. He was suggesting that the policy be updated to reflect the current administrative personnel.

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RESOLUTION 2020-040

Update the Exit Interview Policy

Mr. Ferrell moved to update the exit interview policy adopted in 2007 to reflect current department names. Mr. Coleman seconded the motion. Roll call: Mr. Lang, aye; Mr. Coleman, aye; Mr. Ferrell, aye. Resolution adopted.

Mr. Boyle noted that we can anticipate that the motel tax collection will be significantly lower because of the COVID-19. We will continue our operations as budgeted. However, departments are asked to limit spending as much as possible. Mr. Ferrell asked that all purchase orders be approved by the Administrator before they come to the Board for approval.

Mr. Boyle asked, upon recommendation by the Ohio Township Association, that the Board approve an emergency operation policy.

RESOLUTION 2020-041

Emergency Operations Procedures

Mr. Ferrell moved to adopt a resolution that Perkins Township would be operating under emergency procedures. Mr. Coleman seconded the motion. Mr. Coleman suggested as part of this, departments should track any extraordinary expenses due to the situation in case we are able to obtain reimbursement. Roll call: Mr. Lang, aye; Mr. Coleman, aye; Mr. Ferrell, aye. Resolution adopted.

Notices/Correspondence

- Next Regular Meeting – April 14 @ 6:00 pm

Fiscal Officer Comments

- Payments for the period March 14 – March 27 total \$223,764.00 including payments to Contractors Design Engineering, Gundlach Furnace, Erie Conservation District, and Buckeye Tree Service
- Street Lighting District for Windamere #5, lots 72-78 – still waiting on estimates from Ohio Edison
- The Township will need to refund the fees collected for the baseball league internally. Sports Center/ Blue Sombrero will only issue refunds if there is money in our account. It was agreed that we would refund the fees paid less the \$3.00 service fee charged by Sports Center.

Trustees Discussion

Mr. Coleman had been contacted by Harbour Freight asking if the fire or police departments needed anything. He will contact the departments if he hears back from them.

Departments were reminded to send thank you for any donations.

Adjournment:

With no further business, Mr. Ferrell moved to adjourn the meeting at 8:35 am. Mr. Coleman seconded the motion. Roll call vote: Mr. Lang, aye; Mr. Coleman, aye; Mr. Ferrell, aye.

Jeffrey Ferrell, Chairman

Diane Schaefer, Fiscal Officer