

PERKINS TOWNSHIP TRUSTEES

REGULAR SESSION

May 12, 2020

The Perkins Township Trustees met Tuesday May 12, 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.

MINUTES

Mr. Ferrell moved to approve the minutes of the Regular Session of December 10 and the Special Session of December 27, 2019 and the Regular Session of March 10, March 24, and April 14. Mr. Coleman seconded the motion. All were in favor.

FINANCIALS

Mr. Ferrell moved to approve the financial reports for the month ending April 30 and the period ending May 12. Mr. Coleman seconded the motion. All were in favor.

NEW BUSINESS

RESOLUTION 2020-048

Establish Fund 2914 for the CARES Act Related to COVID-19

Mr. Ferrell moved to establish a Special Fund 2914 for financial assistance previously received under the CARES Act and related to COVID-19. Mr. Coleman seconded the motion. Mr. Boyle explained that this was for the funds received by EMS providers. Ms. Schaefer explained that it was a grant. The funds do not need to be returned if not used but could be used for operating supplies and shortfalls in EMS collections. Roll call vote: Mr. Lang, aye; Mr. Coleman, aye; Mr. Ferrell, aye. Resolution adopted.

RESOLUTION 2020-049

Accept the Funds Provided Under the CARES Act

Mr. Ferrell moved to accept the funds provided under the CARES Act in the amount of \$25,658.37. Mr. Coleman seconded the motion. Ms. Schaefer explained that when this unidentified deposit appeared in our checking account, she mentioned it to Chief Murphy. Chief Murphy said he would not have known what it was for had not Change Healthcare, our EMS billing company, sent a notice that we would be receiving the funds. Roll call vote: Mr. Lang, aye; Mr. Coleman, aye; Mr. Ferrell, aye. Resolution adopted.

RESOLUTION 2020-050

Supplemental Appropriations for Fund 2914

Mr. Ferrell moved to authorize supplemental appropriations for Fund 2914:

| | | |
|-------------------|--------------------------------|----------|
| 2914-220-420-0000 | Operating Supplies | \$20,000 |
| 2914-220-xxx-xxxx | Qualified EMS Transport Offset | \$ 5,658 |

Mr. Coleman seconded the motion. Roll call vote: Mr. Lang, aye; Mr. Coleman, aye; Mr. Ferrell, aye. Resolution adopted.

RESOLUTION 2020-051

Establish a Special Fund 2915 for Financial Assistance Received through SB 310

Mr. Ferrell moved to establish a Special Fund 2915 for financial assistance received through SB 310 and the CARES Act. Mr. Coleman seconded the motion. Mr. Boyle explained that this was the second round of funding. The regulations explain that the amount received must be placed in a special fund. Roll call vote: Mr. Lang, aye; Mr. Coleman, aye; Mr. Ferrell, aye. Resolution adopted.

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RESOLUTION 2020-052

Affirm that Funds Received through SB 310 will Comply with Regulations of the CARES Act

Mr. Ferrell moved to affirm that funds (\$191,668) made available to Perkins Township through SB 310 will only cover expenses consistent with the requirements of Section 5001 of the Coronavirus Aid, Relief, and Economic Security (CARES) Act. Ms. Schaefer had explained that the estimate came from the Erie County Auditor. Also, the regulations require, among other criteria, that you return any unused funds. Mr. Ferrell said this resolution would then go to the County Auditor. Mr. Coleman seconded the motion. Roll call vote: Mr. Lang, aye; Mr. Coleman, aye; Mr. Ferrell, aye. Resolution adopted.

RESOLUTION 2020-053

Supplemental Appropriations for Fund 2915

Mr. Ferrell moved to approve supplemental appropriation for Fund 2915 for:

| | | |
|-------------------|----------------------------------|----------|
| 2915-120-360-0000 | Contract Services | \$32,000 |
| 2915-110-420-0000 | Operating Supplies | \$32,000 |
| 2915-120-420-0000 | Operating Supplies | \$32,000 |
| 2915-xxx-190-xxxx | Sick Leave & Benefits | \$32,000 |
| 2915-xxx-240-xxxx | Unemployment Charges | \$32,000 |
| 2915-740-740-0000 | Machinery, Equipment & Furniture | \$31,668 |

Mr. Coleman seconded the motion. Roll call vote: Mr. Lang, aye; Mr. Coleman, aye; Mr. Ferrell, aye. Resolution adopted.

RESOLUTION 2020-054

Accept Resignation of Evidence Officer Sylvan Wahl

Mr. Ferrell moved to accept the resignation of Evidence Officer Sylvan Wahl from the Police Department effective May 5, 2020. Mr. Coleman seconded the motion. Mr. Boyle said that Sylvan has been with us for many years and has really straightened up the evidence room. Mr. Coleman suggested that a letter of appreciation be sent from the Trustees. Roll call vote: Mr. Lang, aye; Mr. Coleman, aye; Mr. Ferrell, aye. Resolution adopted.

RESOLUTION 2020-055

Appoint Steven Westcott as Executive Administrator for the Police Department

Mr. Ferrell moved to appoint Steven Westcott as Executive Administrator for the Police Department, part-time, at a rate of \$20.00 per hour effective May 26, 2020. Mr. Coleman seconded the motion. Mr. Boyle explained that there are currently no plans to appoint an assistant chief because of the current economic uncertainty. This would be an effective way to transition the department in the administrative duties. Mr. Westcott has extensive experience in that area having had the position with the Erie County Sheriff. He would be working three 8-hour days. He would also be available to assist in the Evidence Room. Roll call vote: Mr. Lang, aye; Mr. Coleman, aye; Mr. Ferrell, aye. Resolution adopted.

RESOLUTION 2020-056

Declare Surplus Equipment – Fire Department

Mr. Ferrell moved to declare the recliners from Station No. 3 as surplus equipment. Mr. Coleman seconded the motion. Roll call vote: Mr. Lang, aye; Mr. Coleman, aye; Mr. Ferrell, aye. Resolution adopted.

RESOLUTION 2020-057

Amend Tower License Agreement

Mr. Ferrell moved to enter into an amended license agreement with Cellco Partnership dba Verizon Wireless for the cemetery tower to reflect a tenant name change. Mr. Coleman seconded the motion. Roll call vote: Mr. Lang, aye; Mr. Coleman, aye; Mr. Ferrell, aye. Resolution adopted.

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RESOLUTION 2020-058

Accept Retirement of Lynn Hargrave Altaffer

Mr. Ferrell moved to accept the retirement of Lynn Hargrave Altaffer, effective May 22, 2020. Mr. Coleman seconded the motion. Mr. Boyle said that Lynn's last day in the office was May 8 and she will be on vacation the last two weeks. Lynn has been with the Township for a long time and has been the constant thread for administration to keep things moving forward. She will be missed. Mr. Coleman said that she has helped us get where we are today. He wished she were here to publicly thank her. Mr. Ferrell said that she was always keeping people "above the line". Roll call vote: Mr. Lang, aye; Mr. Coleman, aye; Mr. Ferrell, aye. Resolution adopted.

RESOLUTION 2020-059

Approve the Sale of 314 E. Strub Road

Mr. Ferrell moved to approve the sale of 314 E. Strub Road to Robert Burdue, an adjoining property owner, for \$1,500. Mr. Coleman seconded the motion. Mr. Boyle noted that this was the Starlin Jackson property. Mr. Ricci has contacted both neighbors. However, the other neighbor decided not to purchase half of the property. Roll call vote: Mr. Lang, aye; Mr. Coleman, aye; Mr. Ferrell, aye. Resolution adopted.

DEPARTMENT REPORTS

Mr. Boyle highlighted some of the items that would have been discussed at the staff meeting.

Friends of Perkins Township are working on becoming a 501(c)(3) so that they can accept donations. The photo contest is underway. However, there has been discussion about having Founders Day every other year.

There has been no response from Erie Regional Planning regarding the update to the subdivision regulations.

All local Memorial Day events have been cancelled.

Mr. Boyle noted that with Lynn's resignation, her duties would be split. One of the reasons the Board agreed to hire Ms. Henley was to assign her the EMS billings and Public Works duties. Most of the remaining duties, then will be assigned to Ashley Ohlemacher. Mr. Boyle has the full confidence that Ashley will be able to handle this. She has been taking courses in human resources. He feels that she has a great working relationship with the department heads. He asked that the Board amend her current Schedule A.

RESOLUTION 2020-060

Amend Schedule A for Ashley Ohlemacher

Mr. Coleman moved to amend the Schedule A for Ashley Ohlemacher to reflect a 10% increase in base pay, effective May 25, 2020. The new base rate will be \$21.33 per hour. Mr. Lang seconded the motion. Roll call vote: Mr. Lang, aye; Mr. Coleman, aye; Mr. Ferrell, aye. Resolution adopted.

Mr. Boyle said we will continue the lockdown of the building through May and will reassess it again toward the end of May. Mr. Boyle suggested that some of the funding from the CARES Act could be used for technological updates to assist in maintaining this "new normal". Mr. Coleman asked if there were applications that can be put on the website that assist in obtaining permits and other items.

Notices/Correspondence

- Next Regular Meeting –May 26 @ 8:00 am
- Memorial Day ceremonies have been cancelled

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Fiscal Officer Comments

- Payments for the period April 15 – May 12 total \$552,429.94 and include two payrolls, refunds, backpay and payments to: Bill's Implement for mower exchange, Stryker for Lucas device, Ed Burdue & Co for demolition of 6412 Milan Road, CareWorks for managing W/C Group, Chime Technologies for computers for Police & Administration, Huntington Bank for interest on Bell/Hull Loan, DMC Technologies for installation support
- Baseball refunds are completed – 286 checks totaled \$37,880
- Interest checks issued to the members of the IAFF per settlement of the 2016-19 contract
- Back Pay has been disbursed to the FOP per the 2019-2022 contract
- Back Pay for the UAW 2019-2022 contract should be complete this week
- Received payment for the hours invoiced Perkins LSD per SRO agreement for the 2019 wages . 2020 wages are included under the SRO grant program which has now been approved
- Installed UAN on computers for PW/Fire Adm Assistant and for the Executive Administrator for the Police Department
- All departments need to start working on their 2021 Budgets to be turned in by June 12 for review and hopefully adoption at the June 23 meeting.

Trustees Discussion

Mr. Coleman noted that the Sunday parade by OHgo was not going down his street.

Adjournment:

With no further business, Mr. Ferrell moved to adjourn the meeting at 8:48 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