

PERKINS TOWNSHIP TRUSTEES

ORGANIZATIONAL SESSION

January 12, 2021

The Perkins Township Trustees met Tuesday, January 12, 2021 in the Township Services Facility located at 2610 Columbus Avenue. Trustees present were Jeffrey Ferrell and James Lang. Trustees Coleman was excused. Outgoing Chairman Ferrell opened the meeting with the Pledge of Allegiance at 6:00 p.m.

AGENDA

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

FINANCIAL REPORTS

Mr. Ferrell moved to approve the financial reports for the month ending November 30, 2020. Mr. Lang seconded. All were in favor.

NEW BUSINESS

Resolution 2021-001

Elect Jeffrey Ferrell Board Chairman for 2021

Mr. Lang moved to elect Jeffrey Ferrell as Board Chairman for 2021. Mr. Ferrell seconded the motion. Roll call vote: Mr. Lang, aye; Mr. Ferrell, aye. Resolution adopted.

Resolution 2021-002

Elect Timothy Coleman Board Vice-Chairman for 2021

Mr. Lang moved to elect Timothy Coleman as Board Vice-Chairman for 2021. Mr. Ferrell seconded the motion. Roll call vote: Mr. Lang, aye; Mr. Ferrell, aye. Resolution adopted.

Resolution 2021-003

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 with the time to be determined for the regular session board meetings. Mr. Lang seconded the motion. Roll call vote: Mr. Lang, aye; Mr. Ferrell, aye. Resolution adopted.

Resolution 2021-004

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. Lang 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. Ferrell, aye. Resolution adopted.

Resolution 2021-005

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. Lang seconded the motion. Mr. Ferrell noted that this was routine practice. Roll call vote: Mr. Lang, aye; Mr. Ferrell, aye. Resolution adopted.

Resolution 2021-006

Hire/Appoint Township Employees

Mr. Ferrell moved to hire/appoint the current Township Employees as of January 1, 2021 as follows:

Administration – Full time

Gary Boyle, Administrator
Heather Iott, Administrative Assistant
Ashley Ohlemacher, Executor Coordinator

Fire-Full Time

David Murphy	Bradley Baer	Brian Hackenburg
Eric Pearson	Troy Barker	Michael Pflieger
Bryan Brace	Brian Irvan	Angelo Triana
Brent Bronner	James Johnson	William LaFene

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Brian Casper	Daniel Yost	Keith Eastman
Bradley Zieber	Sean Finnegan	Brian Martin
Benjamin Gotschall	Daniel Sharpe	Zachary Taylor
Levi Soule		

Fire-Part Time

Scott Hillman	Jacob Buchanan	Tyler Sams
Erica Gedridge	Benjamin Roberts	Bryan Cox
Robert Holm	Aidan Fisher	Chase Green
Erik Hansberger	Robert Maschari	Tanner Roth
Kye Stevens	Dalton Wilson	Jeremy Adams
Avrey Cruz	Andrew Dowell	

Police-Full Time

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	Ryan McDermott

Jacquelynn Stocker, Records

Police-Part Time

Peter Gale	Ronald Kisner	Donald Kreidler
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Steven Westcott, Evidence

Police –Auxiliary

Chaplain John Adams

Public Works-Full Time

Rick Crawford	Raynaldo Cruz	Joseph Kirk
Brian Kuns	David Stang	Nathan Parthemore
Brittan Henley		

Public Works – Seasonal

Jeffrey Dalton	Mary Knight
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Community Development - Full Time

George Poulos	Paul E. Ricci	Angela Byington
Melanie Murray	Melissa Vassallo	

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

Stephen Ritzenthaler	Greg Capucini	Steven Brown
Robert Kurtz	Josh Fox	

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

Resolution 2021-007

Appoint Board/Committee Members for 2021

Mr. Ferrell moved to appoint the following board/committee members for 2021:

Welfare Board-Jeffrey Ferrell
Sand Hill Cemetery-James Lang
Memorial Day- Brittany Henley

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- Health District-Jeffrey Ferrell
- Park Board- James Lang, Gary Toll, Donna Andres, Dan McLaughlin, Mary Peterson, Kelly Mulvin Kromer, and David McDowell
- 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, Vincent Donald, 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, Ashley Ohlemacher
- 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 12/31/2025
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 12/31/2025
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 12/31/2024
Dave Rengel, term ending 12/31/2022
Ted Kastor, Alternate

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

Resolution 2021-008

Adopt 2021 Fee Schedules

Mr. Ferrell moved to adopt the 2021 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

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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: \$44.49 per hour; \$37.49 per hour for Perkins Schools
Extra Duty Cruiser fee: \$19.75 per hour (minimum two hours)

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
(Charges per the Medicare guidelines)
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

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Fences - \$35
Swimming Pools - Above Ground - \$25, In-ground - \$75
Residential Addition and Alterations Review - \$50
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
Temporary Store - \$100.00
Temporary Construction Trailer - \$25.00
Electronic Message Board Annual Fee - \$25.00
Zoning Verification Letter - \$25
Parking Lot Site Plan Review - \$50
Minor Subdivision Review - \$10
Major Subdivision Review - \$50
Site Plan Review Commercial or Industrial Addition - \$100
Site Plan Review Commercial or Industrial New Construction - \$200
Change of Use - \$50
Repaving of Parking Lots in planned Developments, Commercial, or Industrial properties - \$50

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.
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

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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.

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

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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 – **56 cents for 2021**
Credit card convenience fee – 5% of transaction

Mr. Lang 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 has the old rates. Roll call vote: Mr. Lang, aye; Mr. Ferrell, aye. Resolution adopted.

Resolution 2021-009

Accept the Resignation of Robb Parthemore

Mr. Ferrell moved to accept the resignation of Robb Parthemore effective January 4, 2021. Mr. Lang seconded the motion. Mr. Boyle thanked Robb for his work with Public Works since last fall. Roll call vote: Mr. Lang, aye; Mr. Ferrell, aye. Resolution adopted.

Resolution 2021-010

Issue Tax Anticipation Notes

Mr. Ferrell moved to issue Tax Anticipation Notes to fund Township street repairs and reconstruction beginning in 2021. Mr. Lang seconded the motion. Mr. Ferrell said that Mr. Boyle had been working on this. The notes would be for five years. This will allow us to jump start the road program. Roll call vote: Mr. Lang, aye; Mr. Ferrell, aye. Resolution adopted.

Resolution 2021-011

Approve the PUD Development Plan – Fairfield Inn & Suites

Mr. Ferrell moved to approve the PUD final development plan for the new Fairfield Inn & Suites, 5410 Milan Road. Mr. Lang seconded the motion. Ms. Byington presented the final site plan and landscaping plan. All plans, except for the final building plans, have been submitted. Mr. Lang asked about the building that was still on the site. Ms. Byington said that would be used for employees and not transient occupants. Mr. Ferrell said that it would be an asset to the Township. Roll call vote: Mr. Lang, aye; Mr. Ferrell, aye. Resolution adopted.

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Resolution 2021-012

Increase Wages for Part-time Firefighters Robert Maschari and Andrew Dowell

Mr. Ferrell moved to increase wage rates for part-time Firefighters Robert Maschari and Andrew Dowell to \$16 per hour, effective December 11, 2020. Mr. Lang seconded the motion. Chief Murphy stated this increase was due to officers obtaining their Paramedic certifications. Roll call vote: Mr. Lang, aye; Mr. Ferrell, aye. Resolution adopted.

Resolution 2021-013

Increase Wages for Part-time Firefighter Avrey Cruz

Mr. Ferrell moved to increase wage rate for part-time Firefighter Avrey Cruz to \$16 per hour, effective January 1, 2021. Mr. Lang seconded the motion. Chief Murphy noted that Avrey Cruz had also obtained his Paramedic certification. Roll call vote: Mr. Lang, aye; Mr. Ferrell, aye. Resolution adopted.

Resolution 2021-014

Accept Resignation of Part-time Firefighter John Grieve

Mr. Ferrell moved to accept the resignation of part-time Firefighter John Grieve, effective December 18, 2020. Mr. Lang seconded the motion. Mr. Grieve is a full-time firefighter at Fremont. Roll call vote: Mr. Lang, aye; Mr. Ferrell, aye. Resolution adopted.

Resolution 2021-015

Accept the 2020 Township Mileage Certification

Mr. Ferrell moved to approve the 2020 Township Mileage Certification of 46.41 miles. Mr. Lang seconded the motion. Ms. Schaefer noted there was no change from the previous certification. Roll call vote: Mr. Lang, aye; Mr. Ferrell, aye. Resolution adopted.

Resolution 2021-016

Establish Fund 9006 Unclaimed Funds

Mr. Ferrell moved to establish Fund 9006 Unclaimed Funds per Auditor of State recommendation. Mr. Lang seconded the motion. Ms. Schaefer said this was to report checks written that were not cashed. If not claimed within five years, the funds will go into the General Fund. Roll call vote: Mr. Lang, aye; Mr. Ferrell, aye. Resolution adopted.

Resolution 2021-017

Authorized Payment of Then & Now Purchase – Ice Miller

Mr. Ferrell moved to authorize payment of a Then & Now to Ice Miller for legal services, in the amount of \$9,016.00. Mr. Lang seconded the motion. Roll call vote: Mr. Lang, aye; Mr. Ferrell, aye. Resolution adopted.

Resolution 2021-018

Authorize Electronic Payments

Mr. Ferrell moved to authorize the Fiscal Officer to pay routine monthly invoices electronically when received near the due dates to avoid finance charges. Mr. Lang seconded the motion. Ms. Schaefer said that due to the delays in the mail, she is now coding general routine monthly invoices instead of sending them to the departments to code. Even with that sometimes invoices are received with little time to pay prior to the due dates. Roll call vote: Mr. Lang, aye; Mr. Ferrell, aye. Resolution adopted.

Department Reports

Police Department –

Chief Donald noted that the officers had donated \$630 to the Cancer Services for the November No Shave month.

Chief Donald also said that Officer Kisner was appointed as an FTO officer and that he worked over 500 hours during 2020 and therefore qualifies for the \$250 bonus.

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Resolution 2021-019

Increase Wage for Ronald Kisner

Mr. Ferrell moved to appoint Ronald Kisner as FTO with a rate of \$16.00 per hour as of June 23, 2020. Mr. Lang seconded the motion. Chief Donald also noted that Officer Kisner is a real asset to the Department. Roll call vote: Mr. Lang, aye; Mr. Ferrell, aye. Resolution adopted.

The officers thanked the Trustees for the update to their workspace and their equipment.

Fire Department – Chief Murphy said that per the approval in 2020, they have donated #224 utility truck to Bay View Fire Department.

Community Development – Ms. Byington reported that Raising Cain would be breaking ground in February. Mr. Ferrell asked that she update the Board of the actual date of the groundbreaking.

Administrator – Mr. Boyle advised that with the resignation of Nick Blovsky, staff has been looking for a replacement. He noted that several of the recent new employees have come from the City of Sandusky. He has had the opportunity to interview another employee from the City who has the requirements we desire.

Resolution 2021-020

Hire Bradley Link

Mr. Ferrell moved to hire Bradley Link, effective January 18, 2021, per a Schedule A. Mr. Lang seconded the motion. Mr. Ferrell noted that Mr. Link is familiar with the building codes used by Perkins and has worked in many departments in the City that would be like those of the Township. Ms. Byington said that he is originally from Perkins. Roll call vote: Mr. Lang, aye; Mr. Ferrell, aye. Resolution adopted.

Mr. Boyle then noted that the language in the original Sick Leave Transfer policy adopted in 1995 regarding the non-accrual of holiday, personal, or vacation leave conflicts with the union contracts. He is suggesting that the revised amendment adopted in October 2020 should be amended to allow for the accrual of these items even when on Transfer of sick leave.

Resolution 2021-021

Amend Transfer of Sick Leave Policy

Mr. Ferrell moved to amend the current Transfer of Sick Leave Policy to include the accrual of Vacation, Personal, and Holiday Leave. Mr. Lang seconded the motion. Mr. Ferrell asked that a complete policy, incorporating all the changes, be prepared. Mr. Boyle agreed that it would be prepared. Roll call vote: Mr. Lang, aye; Mr. Ferrell, aye. Resolution adopted.

There has been no update on the 2509 Hayes Avenue property.

Notices/Correspondence

- Next Regular Meeting – January 26 @ 8:00 am

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Fiscal Officer Comments

- Payments for the period December 16-January 12 total \$599,519.86 and include payments to: BWC for 2021 premiums, E&K Independent for pump repairs, Firelands Plumbing touchless plumbing, Keller Plumbing washing machine plumbing, R.J. Beck outdoor security cameras, Seagate Office Supplies for squad room desks, Timeclock Plus for time reporting system, Jamie's Carpetshop squad room carpet, Ed Burdue & Company balance of work in Abernathy, Seacom IT fire IT services, and Sand Hill Cemetery 2020 dues, Aladtec for scheduling software.
- Inventories are due January 25.
- We are working in Temporary Mode – Most 2021 Purchase Orders have been opened. The final adjustments to 2020 Purchase Orders will be this week. Please be certain that all 2020 obligations are encumbered and all 2020 invoices have been submitted for payment.
- The 2019-2020 audit could start in March or April.
- Motel Tax for the month of October \$49,899.80, down 14.32%, down 44.11% for the year. She is waiting for payments from one motel owner. Mr. Lang requested a copy of the 2020 report when it was completed.
- The CARES program has been extended until December 31, 2021. Ms. Schaefer noted that she did use part of the CARES for Workers' Compensation. She has one other adjustment regarding pensions to complete before she can relay the actual balance in the fund.

Trustees Discussion - None

Public Forum – None

Adjournment:

With no further business, Mr. Ferrell moved to adjourn the meeting at 6:30 pm. Mr. Lang seconded the motion. Roll call vote: Mr. Lang, aye; Mr. Ferrell, aye.

Jeffrey Ferrell, Chairman

Diane Schaefer, Fiscal Officer