

**PERKINS TOWNSHIP TRUSTEES**

**REGULAR SESSION**

**January 22, 2019**

The Perkins Township Trustees met on Tuesday, January 22, 2019 in the Township Services Facility located at 2610 Columbus Avenue. Trustees present were Timothy Coleman, Jeffrey Ferrell and James Lang. 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 January 8, 2019. Mr. Ferrell seconded the motion. All were in favor.

**FINANCIAL REPORTS**

Mr. Coleman moved to approve the financial reports for the period ending January 22<sup>nd</sup> 2019. Mr. Coleman seconded. All were in favor.

**PRESENTATIONS**

Chief Parthemore presented Officer Jacob Marsinick a pin and ribbon in honor of his 5 year anniversary.

Unfortunately, the employees of HyMiler who assisted in identifying and reporting of a runaway juvenile were not in attendance. Chief Parthemore has certificates for them and will see that the employees receive them.

Jane Gildenmeister then presented the winners of Friends of Perkins Township’s photo contest held on Founders’ Day. The winners were:

Judges’ Award	Mike Kierstead	The Rose
Peoples’ Choice	Brittany Pfeiger	Grandpa’s Comfort
Adult Places	Mike Kierstead	OVH Cemetery
Youth Places	Luke Geller	Pot of Gold

Mrs. Gildenmeister reminded everyone that the competition is open to anyone. The only stipulation is that the pictures have to be of something in Perkins Township.

Mr. Coleman thanked the Friends of Perkins Township, EHOVE, and the Erie County Fairgrounds for making this Founders’ Day a success.

Their photos will be on display in the lobby area outside the meeting room at the Township Complex. Then next year they will go to Perkins High School and then to a business.

Mr. Coleman then returned to the first presentation. Chief Parthemore acknowledged Sheriff Sigsworth, the employees, and the father of the runaway.

**NEW BUSINESS**

**RESOLUTION 2019-016  
Declare Police Department Property Obsolete**

Mr. Coleman moved to declare the following Police Department property as obsolete or surplus:

- Bulletproof vests that are outdated and are surplus.
- Uniform shirts 184, pants 102, and jackets 36 that are outdated or otherwise not serviceable as surplus

Mr. Ferrell seconded the motion. Chief Parthemore said most of the uniforms were not serviceable and many have our old departmental patch. Roll call vote: Mr. Lang, aye; Mr. Ferrell, aye; Mr. Coleman, aye. Motion passed.

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**RESOLUTION 2019-017**

**Adopt the 2018 International Property Maintenance Code (IPMC)**

Mr. Coleman moved to adopt the 2018 International Property Maintenance Code (IPMC) Mr. Ferrell seconded the motion. Mr. Ricci said this was an update from the 2016 code. Most updates relate to the Fire Code. Mr. Coleman thanked Mr. Ricci for bringing this to the Board's attention because we have been able to do a lot of cleanup of properties because of this code. Roll call vote: Mr. Lang, aye; Mr. Ferrell, aye; Mr. Coleman, aye. Motion passed.

**RESOLUTION 2019-018**

**Accept the Managed Services Contract for Accurate Business Machines**

Mr. Coleman moved to accept the Managed Services Contract for Accurate Business Machines for \$24,200.00 to manage IT services for Perkins Township, effective March 1, 2019. Mr. Ferrell seconded the motion. Mr. Boyle reminded that staff was tasked with this review. Mr. Boyle turned this over to Mr. Ricci to explain. Mr. Ricci explained that this project started in July 2018. The committee developed a scope of work for the entire Township. Proposals were requested from three companies. It is the committee's recommendation to award the contract to Accurate Business Machines. Mr. Ferrell noted that there were serious issues. He thanked Megan and Mr. Ricci for their work on this project. Mr. Ricci said that they looked at not only cost, but also availability. Roll call vote: Mr. Lang, aye; Mr. Ferrell, aye; Mr. Coleman, aye. Motion passed.

**RESOLUTION 2019-019**

**Approve Grant Application to ODNR and Clean Ohio Trail Fund Program**

Mr. Coleman moved to approve grant applications for Ohio Department of Natural Resources Recreational Trails Program and the Clean Ohio Trail Fund Program, and accept the grants if so awarded. Mr. Ferrell seconded the motion. Mr. Ricci explained these grants were for acquisition of property on Bell Avenue and development of the property. It would also allow us to widened Pipe Creek to alleviate some of the flooding issues in that area. He thanked Ms. Maloney for her work on this project. The grants are due February 1st. Mr. Coleman thanked the Community Development department for their work to make Perkins Township a better community. Mr. Ferrell reminded everyone that this grant was the one that allowed for the development of the trails at Strickfaden Park. Roll call vote: Mr. Lang, aye; Mr. Ferrell, aye; Mr. Coleman, aye. Motion passed.

**RESOLUTION 2019-020**

**Approve Grant Application for 2018 Ohio Department of Commerce  
for Fire Department Training**

Mr. Coleman moved to approve a grant application for 2018 Ohio Department of Commerce Fire Department Training and Reimbursement Grant, and accept the grant if so awarded. Mr. Ferrell seconded the motion. Chief Murphy explained that this would be used to reimburse the Township for training last year. Roll call vote: Mr. Lang, aye; Mr. Ferrell, aye; Mr. Coleman, aye. Motion passed.

**RESOLUTION 2019-021**

**Approve Grant Application for 2019 Ohio Department of Commerce  
for Fire Department Equipment**

Mr. Coleman moved to approve a grant application for 2019 Ohio Department of Commerce Fire Department Equipment, and accept the grant if so awarded. Mr. Ferrell seconded the motion. Chief Murphy said this grant is for \$15,000. Their priority is for turnout gear and safety equipment. Roll call vote: Mr. Lang, aye; Mr. Ferrell, aye; Mr. Coleman, aye. Motion passed.

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**RESOLUTION 2019-022**

**Establish a Perkins Township Finance Committee**

Mr. Coleman moved to establish a Perkins Township Finance Committee. Mr. Ferrell seconded the motion. Mr. Coleman explained that this was a recommendation of the State Auditors. It will consist of the Trustees, Fiscal Officer, and Administrator and meet on a periodic basis. Roll call vote: Mr. Lang, aye; Mr. Ferrell, aye; Mr. Coleman, aye. Motion passed.

**RESOLUTION 2019-023**

**Approve Wage for Part Time Police Officer**

Mr. Coleman moved to approve Police wages for part-time officers as follows:

- Civilian Part time Evidence Custodian - \$11.50 per hour
- Sworn part time Officers: \$14.25 per hour while in training
- \$15.00 per hour after completing training
- \$15.50 per hour with over five year's seniority
- \$16.00 per hour with over ten year's seniority

Mr. Ferrell seconded the motion. Chief Parthemore said this is a recruitment tool. Our wages in the area are on the low side. Mr. Ferrell asked if the rate of the Evidence Officers was enough. Chief Parthemore said that both current employees were happy with this increase. Roll call vote: Mr. Lang, aye; Mr. Ferrell, aye; Mr. Coleman, aye. Motion passed.

**RESOLUTION 2019-024**

**Supplement Appropriations for Park Development**

Mr. Coleman moved to approve Supplemental Appropriations for Park Development:

2913-610-720-0211 Building{ Strickfaden} \$800.00

Source: Unencumbered funds in Park Development

Purpose: Any unanticipated costs related to the Pavilion/Restrooms

Mr. Ferrell seconded the motion. Initially Mr. Coleman wanted to increase the amount. However, Ms. Schaefer explained that this amount was based on the current amended certificate and therefore, it could not be increased at this time. Roll call vote: Mr. Lang, aye; Mr. Ferrell, aye; Mr. Coleman, aye. Motion passed.

**RESOLUTION 2019-025**

**Accept the 2018 Mileage Certification**

Mr. Coleman moved to accept the 2018 Mileage Certification of 46.41 miles of public roads. Mr. Ferrell seconded the motion. Ms. Schaefer said the increase was due to Bay Winds and the Bogart/Campbell turnabout. Roll call vote: Mr. Lang, aye; Mr. Ferrell, aye; Mr. Coleman, aye. Motion passed.

**RESOLUTION 2019-026**

**Approve a New Credit Card Policy**

Mr. Coleman moved to adopt a new Credit Card policy incorporating the additional requirements of HB 312 to be compliant by February 1, 2019. Mr. Ferrell seconded the motion. Mr. Ferrell suggested that the Administrator and the Fiscal Officer review the policy to set the user and the credit cards limits. Ms. Schaefer explained that this policy was the same as was adopted in 2017 with the addition of the Exhibits for the Users and the Credit Card limits. Roll call vote: Mr. Lang, aye; Mr. Ferrell, aye; Mr. Coleman, aye. Motion passed.

**RESOLUTION 2019-027**

**Supplement Appropriations for Park Development**

Mr. Coleman moved to approve Supplemental Appropriations for Park Development:

2913-610-720-xxxx Building \$60,000.00

2913-610-730-xxxx Site Improvements \$70,000.00

2913-610-740-xxxx Equipment \$70,000.00

Source: Unencumbered funds in Park Development because of a transfer from the General Fund.

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Purpose: Any unanticipated costs related to the Strickfaden and/or Schiller parks  
Mr. Ferrell seconded the motion. Mr. Ferrell asked that the request for the amended certificate be sent as soon as possible. Ms. Schaefer said she was still waiting for the one from last week. Roll call vote: Mr. Lang, aye; Mr. Ferrell, aye; Mr. Coleman, aye.  
Motion passed.

**Department Reports**

**Fire Department** – Chief Murphy said that he just received the resignation of Matthew Riggle who has accepted a position with the City of Toledo.

**RESOLUTION 2019-028**

**Accept Resignation of Part Time Fire Fighter Matthew Riggle**

Mr. Ferrell moved to accept the resignation of part time fire fighter Matthew Riggle, effective January 18, 2019. Mr. Coleman seconded the motion. Roll call vote: Mr. Lang, aye; Mr. Ferrell, aye; Mr. Coleman, aye. Motion passed.

Chief Murphy hopes to submit recommendations for part time officers at the next meeting.

Also after review of the IAFF contract, he noted that Benjamin Gotschall should have been hired as a C1 Fire Fighter instead of B. He is a basic EMT, not advanced EMT. Chief Murphy suggested that the adjustment be made on the upcoming pay since he has some overtime.

**RESOLUTION 2019-029**

**Amend Pay for Benjamin Gotschall**

Mr. Ferrell moved to amend the pay for Fire Fighter Benjamin Gotschall to Class C1, effective with his hire date. Mr. Coleman seconded the motion. Roll call vote: Mr. Lang, aye; Mr. Ferrell, aye; Mr. Coleman, aye. Motion passed.

**Police Department** – Chief Parthemore said that Vasu has started the installation of equipment around the building. He is working on the year-end reports and his budget.

**Public Work** – Director Crawford said that they made it through the recent storm with no major incidents. He thanked the Police Department for moving their vehicles. Mr. Coleman thanked them for their performance.

**Administrator** –Mr. Boyle reviewed all the various meetings he has attended. They are working on standard point system for road projects that are not so subjective.

Mr. Boyle suggested that we start on Budgets this Thursday/Friday. The Board set Budget meetings for Thursday starting at 9:00 am and Friday starting at 8:00 am. Ms. Schaefer said she sent the rollover figures last year. She also needed any new grant money that has been awarded, but not included in the July budget.

**Community Development** – Ms. Sherlund reviewed the Board of Zoning Appeals recent hearings and other upcoming meetings and activities.

She will be meeting with representatives from ODOT on Thursday regarding the Safe Route to Schools grant that they will receive. Ms. Schaefer asked that she clarify if the grant was Federal or State.

Mr. Ferrell asked if there would be an advertised meeting for the Comprehensive Development Plan. Ms. Sherlund said they planned to have a series of open houses to allow for comments from residents.

Paul Ricci reviewed the status of several properties subject to demolition.

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He thanked the Board for the approval of the 2018 IPMC and the grant applications. There will be another update coming this year.

They have finished the proposal for Schiller Park for \$89,273, minus the ODNR grant leaves a balance of \$57,710.

**Notices/Correspondence**

- Next Regular Meeting – February 12 @ 6:00 pm

**Fiscal Officer Comments**

- Payments for the period January 9<sup>th</sup> through January 22<sup>nd</sup> totaled \$206,093.88
- Annual Financial Report was filed on January 18th and has been posted on the website
- Need to set a date for the annual Records Commission Meeting – They will meet on Wednesday in the afternoon.
- Updated Budget reports will be available on Wednesday.

**Trustees Discussion**

**PROCLAMATION** – Mr. Coleman read a proclamation declaring February National African American History Month and this year’s theme of “Time of Wars”

Mr. Ferrell said the Ms. Schaefer had a great idea to invite Daryl Murphy, President of the local NAACP chapter, to the first meeting in February to present the formal proclamation to him.

**Public Forum** – Mr. & Mrs. Rudy Gardner, Kirkwood Terrace, reported on parking issues in his neighborhood. Mr. Ricci reviewed the activities that his department has taken to date.

**Adjournment:**

With no further business, Mr. Ferrell moved to adjourn the meeting at 7:30 pm. Mr. Coleman seconded the motion. Roll call vote: Mr. Lang, aye; Mr. Ferrell, aye; Mr. Coleman, aye.

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Timothy Coleman, Chairman

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Diane Schaefer, Fiscal Officer