

## **PERKINS TOWNSHIP TRUSTEES**

### **SPECIAL SESSION**

**January 25, 2019**

The Perkins Township Trustees met on Friday, January 25, 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 at 8:00 am.

#### **AGENDA**

Continue work on the 2019 Permanent Appropriations

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

The Board met with Chief Parthemore to review his budget. Chief added a line for the FTO salaries. The Board reviewed the new IT agreement. The service contract will be paid for directly from the General Fund the first year, but the equipment will be by department.

Mr. Ferrell questioned the increase in the line for Rents & Leases. Chief explained that the lease for the body cam was in this line item. The amount in the Machinery line is for cameras in general.

There was a projected increase in the dispatch fee.

The next topic of discussion was the purchase of vehicles for the fleet. The Board thought we were on a rotation basis; but the Chief said we were not. The average cost per car is \$37,000 fully equipment. Most of the department prefers the Explorers rather than the cruisers, especially in bad weather. The Board agreed to pay \$150,000 from the General Fund toward the purchase of five (5) cars.

Next was a discussion regarding the second SRO. By the time we post for the opening we are probably looking at half year. The amount in the budget includes the second SRO and maintaining the present staffing level. Mrs. Schaefer increased in the income by \$50,000 to show the income from the school for the SRO.

Mr. Ferrell asked if the wages for the current SRO were included in the Police Fund and the Drug Use Prevention (DUP) Fund. Chief Parthemore explained that he did reduce the Police Fund slightly for this. Ms. Schaefer explained that only 50% of the hours doing activities covered by the grant application are to be charged against the DUP fund. The rest are to be charged against the Police Fund. So when the SRO is in school, but not teaching a class on the grant, this is charged to the Police Fund. The time sheet has been changed to reflect this. In the past 100% of the DUP hours were charged again this fund. This year we had to refund over \$10,000 from the DUP fund.

Mr. Ferrell asked if we still get High Visibility Funds. Chief Parthemore said no; we met our goals so we don't qualify. We could only apply if the rates go up for Erie County.

Mr. Ferrell asked if there was anything else. Ms. Schaefer went through the other accounts. They added appropriations to the Drug Law Enforcement Fund.

In reviewing the other accounts Ms. Schaefer said that there was not enough in the Education & Enforcement account for a vehicle. This was eliminated. The K-9 fund had an additional \$6,360 that could be appropriated. And finally the Capital Projects Fund was over by \$1,135. Adjustments were made to these funds to bring them within the funding levels available.

The Board agreed to transfer \$350,000 from the General Fund to the Police Fund, only if needed.

## **PERKINS TOWNSHIP TRUSTEES**

### **SPECIAL SESSION**

**January 25, 2019**

With that Mr. Coleman said that we need to be looking at future funding, whether it is an increase in the present levy or a new levy. Ms. Schaefer noted that they want an additional levy, not a new levy. This will need to be addressed in next few years.

Ms. Schaefer noted with all appropriations it doesn't mean that you have to spend it. Mr. Coleman asked if she was being the "voice of reason".

The Board then worked on the items in the General Fund and special funds. The Board put \$125,000 in the Capital Projects – Complex for the generator and \$200,000 for a storage building.

Mr. Ferrell wanted to know how much we still owed on the Hull/Bell Avenue property. Ms. Schaefer said she didn't know off the top of her head, but the loan goes until 2024. The yearly payment escalates. The balance as of 1-1-19 is \$428,166.00.

Park Development was increased to \$350,000 being transferred from the General Fund.

The next area of discussion was Youth Recreation. Mr. Ferrell suggested having a Recreation Director to handle the activities of the parks, instead of having multiple people responsible for it. This person would be under the direction of the Community Development department and could market the parks to get people to use them more. Mr. Boyle also said that this person could be a backup to other departments.

Everyone agreed that it was amazing how much work the Township accomplished with minimum staff. Mr. Coleman agreed that he would like to look into it.

After much discussion half year's salary plus benefits was added to the Youth Recreation Fund with a transfer of \$50,000 from the General Fund.

For the Street Lighting Fund, this is an in & out fund, but we are building a variance because now what is being paid this year is for next year.

We did not get any OPWC for 2019 so this can be eliminated.

There was a lengthy discussion regarding the sidewalks both funded by the Township and as part of the Safe Route to Schools funding. The Board added the Marshall Avenue sidewalk project to the appropriations for \$150,000. The Safe Route to Schools fund is for the non-infrastructure fund for schools mats and training.

In the Road Reconditioning fund Contracted Services was increased for the balance of the funds available. The Fiscal Officer will have the authority to assign cost center codes when the actual projects are identified. The TAN Project Fund only has a balance of \$723 to be used for advertising.

Finally the Board addressed the balance of the General Fund. The salaries accounts included the 2019 increases. The Board ultimately left the amount in for Part time salaries. The Professional & Technical was increased to include the additional IT costs for this year. Training was increased to cover the training at BGSU. The equipment account was increased by \$25,000 for new equipment for the Administration department.

Contracted Services in the 120 area was increased to include the repairs to the lights.

The Board then discussed the Community Events which include: the Bike rodeo, movie nights, cleanup days, Founders' Day, Christmas tree lighting, car show, Memorial Day.

Mr. Coleman suggested having a newsletter again perhaps two to four times a year. Mr. Ferrell said that this was something that the Park Coordinator could do.

**PERKINS TOWNSHIP TRUSTEES**

**SPECIAL SESSION**

**January 25, 2019**

**RESOLUTION 2019-033  
Adopt the 2019 Permanent Appropriations**

Mr. Ferrell moved to adopt the 2019 Permanent Appropriations as follows:

Fund	Program		Services	Other	Total
1000		General			
	100	Administration	\$ 477,592	\$ 419,600	\$ 897,192
	120	Complex		87,700	87,700
	190	Community Development	274,018	269,886	543,904
	310	General Lighting		12,000	12,000
	610	Park Operating	59,329	38,500	97,829
	690	Community Programs		70,000	70,000
	910	Transfers Out		1,622,269	1,622,269
2011	330	Motor Vehicle		35,500	35,500
2021	330	Gasoline Tax	60,333	110,000	170,333
2031	330	Road & Bridge	262,615	203,335	465,950
2041	410	Cemetery	36,582	117,645	154,227
2191	210	Police	2,272,621	574,400	2,847,021
2192		Fire & EMS			
	220		2,793,450	369,900	3,163,350
	230		301,500	295,500	597,000
2193	220	Motor Vehicle Accidents		32,112	32,112
2194	330	Road Reconditioning		1,391,487	1,391,487
2221	210	Drug Law Enforcement		36,841	36,841
2231	330	Permissive Motor Vehicle	191,260	123,000	314,260
2271	210	Education & Enforcement		6,000	6,000
2281	220	EMS Grant		1	1
2293	210	Drug Use Prevention	47,911		47,911
2401	310	Street Lighting	1,160	44,500	45,660
2901	210	NRA Foundation Grant		12	12
2902	210	Police Severance Fund	62		62
2903	190	Building Department		121	121
2907	210	K-9 Fund		18,859	18,859
2908	210	High Visibility	1,019		1,019
2910	210	CPT Grant		13,460	13,460
2911	690	Youth Recreation	33,698	93,300	126,998
2913	610	Park Development		350,000	350,000
2914	760	ODNR Grant		62,000	62,000
3101		Debt-Hull/Bell		79,345	79,345
3102		Debt-TAN Loan		340,552	340,552
4402		Debt-W. Strub Road		27,500	27,500
4901	210	CProjects-Police		23,865	23,865
4902		CProjects-SRTS		9,455	9,455
4903		CProjects-Complex		325,000	325,000
4904		CProjects-Paving Trust		259	259
4905		CProjects-General		12,950	12,950
4906		CProjects-Site		42,207	42,207
4907		CProjects-TAN Projects		723	723
4909		CProjects-OPWC		66	66
4910		CProjects-Sidewalks		150,576	150,576
4911	220	CProjects-Fire		-	-
4912	330	CProjects-Highway		3,412	3,412
		GRAND TOTAL	\$ 6,813,150	\$ 7,413,837	\$ 14,226,987

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

**RESOLUTION 2019-034**

**Approve a Then & Now Purchase from Firelands Electric**

Mr. Coleman moved to approve a Then & Now purchase from Firelands Electric for the installation of the main service and service to the gazebo in the amount of \$5,360 and to authorize payment of the invoice. Mr. Ferrell seconded the motion. Roll call vote: Mr. Lang, aye; Mr. Ferrell, aye; Mr. Coleman, aye. Motion passed.

**Adjournment:**

With no further business, Mr. Ferrell moved to adjourn the meeting at 11:00 am. Mr. Coleman seconded the motion. Roll call vote: Mr. Lang, aye; Mr. Ferrell, aye; Mr. Coleman, aye.

\_\_\_\_\_  
Timothy Coleman, Chairman

\_\_\_\_\_  
Diane Schaefer, Fiscal Officer