

## **PERKINS TOWNSHIP TRUSTEES**

### **REGULAR SESSION**

**September 14, 2021**

The Perkins Township Trustees met Tuesday, September 14, 2021, 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 for the Regular Meetings of July 13, July 27, and August 10, 2021. Mr. Ferrell seconded the motion. All were in favor.

Ms. Schaefer noted correction to previous minutes that were discovered during the audit

- February 11, 2020 – Resolution 2020-27 should be \$50,000 not \$5,000
- November 17, 2020 – Resolution 2020-118 should be 2191-210-750, not 2192

#### **FINANCIAL REPORTS**

Mr. Coleman moved to approve the financials for the month ending August 31, 2021, and the period ending September 17, 2021. Mr. Ferrell seconded the motion. All were in favor.

#### **NEW BUSINESS**

##### **Resolution 2021-159**

##### **Approve the 2022 Street Lighting Assessments**

Mr. Coleman moved to approve the 2022 Street Lighting Assessments totaling \$38,122.38 for 37 districts. Mr. Ferrell seconded the motion. Ms. Schaefer said this included the new district in Windamere. Roll call: Mr. Lang, aye; Mr. Ferrell, aye; Mr. Coleman, aye. Resolution adopted.

##### **Resolution 2021-160**

##### **Accept the Amounts and Rates for 2022 as Determined by the Erie County Budget Commission**

Mr. Coleman moved to accept the amounts and rates for 2022 as determined by the Erie County Budget Commission. Mr. Ferrell seconded the motion. The estimated income was almost \$100,000 more than our estimate. There was a question if the valuation was based on triennial update. Ms. Schaefer will ask tomorrow. Roll call: Mr. Lang, aye; Mr. Ferrell, aye; Mr. Coleman, aye. Resolution adopted.

##### **Resolution 2021-161**

##### **Renew Support Agreement with ComDoc**

Mr. Coleman moved to renew the Support Agreement with ComDoc for the support of the SmartSearch software at an annual cost of \$644.04. Mr. Ferrell seconded the motion. Ms. Schaefer explained that ComDoc is the new name for MT Business. This program is the scanning program. Roll call: Mr. Lang, aye; Mr. Ferrell, aye; Mr. Coleman, aye. Resolution adopted.

##### **Resolution 2021-162**

##### **Accept the Resignation of Part-time Firefighter Robert Maschari**

Mr. Coleman moved to accept the resignation of part-time firefighter Robert Maschari, effective August 26, 2021. Mr. Ferrell seconded the motion. Chief Murphy reported that he was going fulltime with Margaretta Township. Roll call: Mr. Lang, aye; Mr. Ferrell, aye; Mr. Coleman, aye. Resolution adopted.

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**Resolution 2021-163**

**Accept the Resignation of Part-time Firefighter Aiden Fisher**

Mr. Coleman moved to accept the resignation of part-time firefighter Aiden Fisher, effective August 27, 2021. Mr. Ferrell seconded the motion. Chief Murphy reported that he was going fulltime with the City of Sandusky. Roll call: Mr. Lang, aye; Mr. Ferrell, aye; Mr. Coleman, aye. Resolution adopted.

**Resolution 2021-164**

**Grant an easement to the Erie County Commission for Property in Pelton Park**

Mr. Coleman moved to grant an easement to the Erie County Commission through Parcel 32-68033.000 Pelton Park for a sanitary sewer line. Mr. Ferrell seconded the motion. Mr. Boyle explained that this will enable improvements to the Mall property. The cost to record is to be borne by the developer. Roll call: Mr. Lang, aye; Mr. Ferrell, aye; Mr. Coleman, aye. Resolution adopted.

**Resolution 2021-165**

**Acquire Parcel 32-02172.000 Carbon Avenue**

Mr. Coleman moved to acquire Parcel 32-02172.000 Carbon Avenue from Eloise Lewis for \$10.00. Mr. Ferrell seconded the motion. Mr. Boyle explained that the owner was willing to transfer this property to the Township and become part of our land bank inventory. Roll call: Mr. Lang, aye; Mr. Ferrell, aye; Mr. Coleman, aye. Resolution adopted.

**Resolution 2021-166**

**Authorize Sale 5502 Hayes Avenue**

Mr. Coleman moved to authorize sale 5502 Hayes Avenue to Daniel Macre III for \$30,000. Mr. Ferrell seconded the motion. Mr. Coleman said that they had received another offer for the same amount, but it was conditional. Staff is recommending that the Board accept this offer. Roll call: Mr. Lang, aye; Mr. Ferrell, aye; Mr. Coleman, aye. Resolution adopted.

**Resolution 2021-167**

**Approve Supplemental Appropriation for the Hull Road Sign**

Mr. Coleman moved to approve Supplemental Appropriation for the Hull Road Sign:

1000-910-910-0251 Transfer Out – Hull Road Sign	\$16,500
4905-760-730-0251 Site Improvement – Hull Road Sign	\$16,500

Purpose: Masonry, landscaping, electrical and miscellaneous work

Mr. Ferrell seconded the motion. Mr. Boyle presented a report on the total cost of construction for the sign. Mr. Coleman asked if the location had been reviewed by anyone. Mr. Link said that it had been reviewed at a staff meeting. He also said that it was the recommendation of Brady Sign. Mr. Link said that ODOT was not giving permission to run any electrical lines; therefore, they will be looking at solar lighting. Mr. Lang wanted to know why they would not give permission. Mr. Coleman said it could be because of all their lines. Mr. Ferrell did not like the location either. Roll call: Mr. Lang, aye; Mr. Ferrell, aye; Mr. Coleman, aye. Resolution adopted.

**Resolution 2021-168**

**Approve Certification of Assessments for Delinquent Accounts**

Mr. Coleman moved to approve certification of assessments for delinquent accounts:

32-01004.000	Kristeen Durek	2917 Columbus Avenue	\$750
32-01761.000	Marie Jenkins	Carbon Ave	\$450
32-01718.000	Paul A Kehl	3602 Grant Ave	\$450
32-00419.000	MaryAnn Leone/Thurman & Pat Fox	Parkland Ave	\$600
32-00419.000	MaryAnn Leone/Thurman & Pat Fox	Parkland Ave	\$1,350
32-00664.000	Sue Ann Claus	116 Randall Ave	\$450

Mr. Ferrell seconded the motion. Ms. Schaefer said that the deadline for filing assessments for next year was yesterday; however, she had obtained an extension. Mr. Ferrell

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questioned the amount for the Parkland property. Ms. Byington said that they had mowed that property several times. Roll call: Mr. Lang, aye; Mr. Ferrell, aye; Mr. Coleman, aye. Resolution adopted.

**DEPARTMENT REPORTS**

**Police Department** – Chief Donald reported that Chief Oliver had requested that he attend the “Stop the Violence” event on Sunday. The Trunk & Treat event will be October 26 at the Erie County Fairgrounds.

**Fire Department** – Chief Murphy wanted to publicly thank all the area fire departments that responded to the Quail Hollow structure fire – Sandusky, Huron, Margaretta, Groton, Milan. He also thanked Officers Alexander and Musser who stayed most of the day helping and well as other staff member and neighbors who brought water, food, ice, and other items for the firefighters. Open House will be October 10 at Fire Station #3 on Milan Road.

**Public Works Department** –

Director Link asked that the Trustees approve sidewalk improvements for Parkland Drive to DL Smith.

**Resolution 2021-169**

**Supplemental Appropriations – Sidewalks &  
Approve Contract to DL Smith for Parkland Drive**

Mr. Coleman moved to approve the supplemental Appropriations as follows:

1000-910-910-4910	Transfer Out-Sidewalks	\$35,000
4910-330-360-0244	Contracted Services – Oakland	\$35,000

and approve a contract to DL Smith for sidewalks on Parkland Drive, not to exceed \$35,000.00. Mr. Ferrell seconded the motion. Several of the Trustees believe money had already been appropriated for sidewalk. After the meeting Ms. Schaefer confirmed that it had been; however, it had already been encumbered for other projects. Roll call: Mr. Lang, aye; Mr. Ferrell, aye; Mr. Coleman, aye. Resolution adopted.

Director Link also mentioned some additional work to be done in Southgate which he will bring to the next meeting. Mr. Coleman suggested two different change orders by road. Ms. Schaefer said that she would prefer it by project. Mr. Ferrell would like to see Kay Circle included in the project and did not understand how it was left off.

Director Link also is getting a quote from Lake Erie Construction for the RPMs for Marshall Avenue. There was a discussion regarding type, color, and spacing distance for the installation.

Director Link then presented the Change Order for Marshall Avenue.

**Resolution 2021-170**

**Approve Change Order #1 to Erie Blacktop**

Mr. Coleman moved to approve a change order to Erie Blacktop for \$15,131.55 for extra blacktop work on Marshall Avenue. Mr. Ferrell seconded the motion. Roll call: Mr. Lang, aye; Mr. Ferrell, aye; Mr. Coleman, aye. Resolution adopted.

Mr. Coleman relayed a request for a Special Needs sign.

**Administrator** – Mr. Boyle said that they are arranging a meeting with SportsForce for a renewal of the contract which is expiring.

Staff is working diligently on Founders Day on September 25.

He is still working on the Maui Sands TIF and has updated Mr. Boggs on the situation.

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**Notices/ Correspondence**

- Next Regular Meeting – September 28 at 6:00 pm

**Fiscal Officer Comments**

- Payments for the period – August 28 – September 14 total \$314,635.23 and included payments for: Adelman Construction LLC for masonry work, Treasurer of State for the August audit charges; three easements for the SRTS Project; and Brady Signs for the balance of the complex sign.
- Ms. Schaefer said that originally the easements said that the payments were being made by the Erie County Commissioners. They were requested to change the wording to “payment by Perkins Township on behalf of the Erie County Commissioners.
- Motel Tax report for the month of July - Collections of \$186,950.92, up 36.21% over July 2019 and 16.15% YTD 2019. Ms. Schaefer noted that she does have to issue a refund to one motel that had paid their total collections for the month instead of just the 3%.
- Ms. Schaefer said that during the audit time today, the auditor wanted to see the policy for spending CARES funds for Hazard Pay. She further explained that she believed doing the appropriations was enough. However, the auditor said that the Board needed to draft a POLICY for the hazard and supplemental since that was not included in their contracts nor in the Schedule As. Without the policy there is no authorization for payroll to make the payments. Therefore Mr. Boyle has drafted a policy based on the meeting that were held at that time and we are asking that the Board approve it.

**Resolution 2021-171**

**Adopt a CARES Hazard & Supplemental Pay Policy**

Mr. Coleman moved to adopt a CARES Hazard & Supplemental Pay Policy as follows:

HAZARD PAY from CARES Act Funding:

- Provide fulltime Police Officers and Firefighters who have worked for the Township since the ‘start’ of the COVID-a9 pandemic with a \$2,000 payment;
- Provide parttime Police Officers and Firefighters with a payment up to \$1,000 depending on their employment history.

SUPPLEMENTAL Pay from non-CARES Funding

- Provide the fulltime Police Chief and Fire Chief with a \$2,000 payment;
- Provide non-sworn Police personnel with a \$1,000 payment (pro-rated monthly)
- Provide fulltime Public Works, Community Development, and Administrative staff with a payment of \$1,000 (pro-rated on a monthly basis);
- Provide parttime Public Works staff with a pro-rate payment of \$500.

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

**Public Forum** – None

**Trustees Discussion** - None

**Adjournment:**

There being no further business to come before the Board at this time, Mr. Coleman moved to adjourn the meeting at 6:50 p.m. Mr. Ferrell seconded. Roll call vote: Mr. Lang, aye; Mr. Ferrell, aye; Mr. Coleman, aye. Meeting adjourned.

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Timothy Coleman, Chairman

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Diane Schaefer, Fiscal Officer