

## **PERKINS TOWNSHIP TRUSTEES**

### **REGULAR SESSION**

**September 28, 2021**

The Perkins Township Trustees met Tuesday, September 28, 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 August 24 and September 14, 2021. Mr. Ferrell seconded the motion. All were in favor.

#### **FINANCIAL REPORTS**

Mr. Coleman moved to approve the financials for the period ending September 28, 2021. Mr. Ferrell seconded the motion. All were in favor.

#### **PRESENTATION**

Perkins Schools Superintendent Todd Boggs was in attendance to give an update on the Schools' Strategic Plan. Mr. Boggs said that they are revisiting the plans for the Perkins Schools facilities. They have requested proposals from design firms. They have ratified two contracts with the teachers and OPSEA members. Mr. Coleman congratulated the school on their continued success both academically and in sports. Mr. Ferrell said that it has been great to work with the schools as we share similar community interests.

#### **NEW BUSINESS**

##### **Resolution 2021-172**

##### **Declare Hull Road Property as Surplus**

Mr. Coleman moved to approve the declare PPN 32-60844.000 Hull Road real property as being surplus. Mr. Ferrell seconded the motion. Ms. Byington said that the offer on this property did not come forward as expected so they want to offer it for sale at this time. Cheryl Best Wilke asked the board why they were not considering a local real estate firm. Mr. Coleman said that he believes that the agent was from the area. Roll call: Mr. Lang, aye; Mr. Ferrell, aye; Mr. Coleman, aye. Resolution adopted.

##### **Resolution 2021-173**

##### **Retain the Services of Crocker Realty Group**

Mr. Coleman moved to retain the services of Crocker Realty Group (dba Keller Williams Citywide real estate) to assist with the marketing and sale of the Township property on Hull Road (PPN 32-60844.000). Mr. Ferrell seconded the motion. Ms. Byington said that the contract is for 12 months with a commission rate of 6%. The proposed listing price was \$349,900 as recommended by the realtor. The Auditor's appraised value is \$450,430. A private appraisal values the property at \$295,000. Mr. Coleman noted that the property does not fit into any of our plans. Roll call: Mr. Lang, aye; Mr. Ferrell, aye; Mr. Coleman, aye. Resolution adopted.

##### **Resolution 2021-174**

##### **Adopt a COVID-19 Leave Policy for 2021**

Mr. Coleman moved to adopt a policy related to COVID-19 and related leave time usage. Mr. Ferrell seconded the motion. Mr. Boyle said the policy would grant up to ten (10) days of paid leave. During the recent audit it was discussed that the Board has the authority to do this; however, they need to document the policy that they adopt. Mr. Lang asked how often an employee can use this policy. Mr. Boyle said that the Federal policy allows for up to twelve (12) weeks of leave under the Families First Coronavirus Response Act; however, they are not adopting that. Roll call: Mr. Lang, aye; Mr. Ferrell, aye; Mr. Coleman, aye. Resolution adopted.

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**REGULAR SESSION**

**September 28, 2021**

**Resolution 2021-175**

**Subgrant Agreement with Serving Our Seniors**

Mr. Coleman moved to authorize a subgrant agreement for the use of 2020 CARES Act funding with Serving Our Seniors in the amount of approximately \$2,000. Mr. Ferrell seconded the motion. Mr. Boyle noted that we do have some unspent COVID funds that need to be spent by the end of the year. Staff had been charged with submitting any additional requests for equipment. Both Police and Fire have submitted their requests. The balance of any funds could be granted to Serving Our Seniors for meals they provided to residents of Perkins Township during the 2020 pandemic. Roll call: Mr. Lang, aye; Mr. Ferrell, aye; Mr. Coleman, aye. Resolution adopted.

**Resolution 2021-176**

**Declare PPN 32-03369.000 Beatty Avenue as Surplus**

Mr. Coleman moved to declare (PPN 32-03369.000) Beatty Avenue as being surplus. Mr. Ferrell seconded the motion. Ms. Byington said this is one of the properties that has been acquired over the years. There is no plan for the property at this time. Roll call: Mr. Lang, aye; Mr. Ferrell, aye; Mr. Coleman, aye. Resolution adopted.

**Resolution 2021-177**

**Sell Beatty Avenue (PPN 32-03369.000) to Pervis D. Brown, Jr. and Sandra L. Brown**

Mr. Coleman moved to authorize the sale of surplus Township property on Beatty Avenue (PPN 32-03369.000) to Pervis D. Brown, Jr. and Sandra L. Brown for \$2,000.00. Mr. Ferrell seconded the motion. Ms. Byington said that the Brown's have offered to purchase the property at the Auditor's appraised value of \$2,000. Ms. Brown owns the property next door and will use the land to expand the side yard. Roll call: Mr. Lang, aye; Mr. Ferrell, aye; Mr. Coleman, aye. Resolution adopted. Mr. Brown was present and thanked the Board.

Ms. Wilke asked if the proceeds from the sale of this property would go into the General Fund. Fiscal Officer Schaefer explained that the proceeds did not go into the General Fund. Instead, the money goes into a Capital fund to be used to purchase capital assets. Previously the money would go into the fund that was used to purchase the asset. This had been changed in the within the last ten years.

**Resolution 2021-178**

**Contract with Progressive Cleaning Solutions**

Mr. Coleman moved to authorize a contract with Progressive Cleaning Solutions for weekly janitorial/cleaning services for the Police Department, Public Works office area, and Administration in the amount of \$485.33 per month. Mr. Ferrell seconded the motion. Mr. Boyle noted that Ms. Ohlemacher received quotes from five companies. This is a local company. The quotes ranged from \$21,000 to \$5,800 per year. The company does provide workers' compensation and liability insurance. Roll call: Mr. Lang, aye; Mr. Ferrell, aye; Mr. Coleman, aye. Resolution adopted.

**Resolution 2021-179**

**Accept Resignation of Steven Brown, Inspector**

Mr. Coleman moved to accept the resignation of Steven Brown, Inspector for Community Development, effective September 1, 2021. Mr. Ferrell seconded the motion. Mr. Boyle noted that Mr. Brown recently retired from the City of Sandusky and is retiring from the Township as well. He may return after the required waiting time with OPERS. Roll call: Mr. Lang, aye; Mr. Ferrell, aye; Mr. Coleman, aye. Resolution adopted.

**PERKINS TOWNSHIP TRUSTEES**

**REGULAR SESSION**

**September 28, 2021**

**Resolution 2021-180**

**Supplemental Appropriations – Various Funds**

Mr. Coleman moved to approve the following Supplemental Appropriations as follows:

**GENERAL FUND**

1000-760-740-0000 Machinery, Equipment & Furniture \$45,000  
Source: Unencumbered funds in the General Fund for replacement server/switches

1000-110-221-0000 Medical/Hospitalization \$ 2,050

Source: Unencumbered funds in 1000 General Fund

Reason: Qualifying event/new employee not on the census at the beginning of year.

**ROAD RECONDITIONING/CAPITAL PROJECTS-TAN FUNDS**

2194-330-360-0264 Contracted Services {Reclamite} \$ 70,000

Source: Unencumbered funds in 2194 Road Reconditioning Fund

2194-330-360-0256 Contracted Services – Concrete Streets \$100,000

4907-330-360-0213 Contracted Services – Ranchwood \$ 56,500

4907-330-360-0256 Contracted Services – Concrete Streets \$( 56,500)

Source: Unencumbered funds in 2194 Road Reconditioning Fund

Reason: This transfers the Concrete Streets to the 2194 Fund at the original appropriated level and allows the additional work for Marlenkay to be included with the rest of the Ranchwood project in the 4907 Capital Projects – TAN Projects Fund

**CARES FUND**

2273-210-740-0000 Machinery, Equipment, Furniture \$3,300

2273-220-740-0000 Machinery, Equipment, Furniture \$2,700

2273-190-591-0000 Contributions to Other Organizations \$2,000\*

Source: Unappropriated & Unencumbered Fund

Purpose: To purchase three laptops for the Police, three tablets for Fire, and the balance to Serving Our Seniors

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

**Resolution 2021-181**

**Contract with Pavement Technology, Inc.**

Mr. Coleman moved to issue a contract to Pavement Technology Inc. for the purchase and installation of asphalt rejuvenator products for various roads within the Township using ODOT's Cooperative purchasing program contract 101L-22 for \$70,000. Mr. Ferrell seconded the motion. Mr. Link said that we are scheduled for October. If the work is not done this year, the price would be locked in, and we would be the first on the list for next year. Roll call: Mr. Lang, aye; Mr. Ferrell, aye; Mr. Coleman, aye. Resolution adopted.

**Resolution 2021-182**

**Amend the Ranchwood Paving Project - Marlenkay**

Mr. Coleman moved to approve an increase in the Ranchwood Paving project for the additional work on Marlenkay of \$56,277.60. Mr. Ferrell seconded the motion. Mr. Link said this was for curb and gutters that was not on the original scope of the project. It also covers some additional catch basins. Roll call: Mr. Lang, aye; Mr. Ferrell, aye; Mr. Coleman, aye. Resolution adopted.

**Resolution 2021-183**

**Authorize Then & Now Payment to Adelman Construction**

Mr. Coleman moved to authorize the payment of a Then & Now purchase to Adelman Construction for \$20,265.00. Mr. Ferrell seconded the motion. Ms. Byington explained that this was for the base of the sign on Hull Road. We were under a time crunch to get the project completed within the time frame established by ODOT. Roll call: Mr. Lang, aye; Mr. Ferrell, aye; Mr. Coleman, aye. Resolution adopted.

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**September 28, 2021**

**DEPARTMENT REPORTS**

**Police Department** – Chief Donald reported that the Car Show had been postponed until October 9 at the parking lot at the Erie County Building. Chief Donald advised the Board that the Sheriff was willing to donate some gym equipment to the department.

**Resolution 2021-184**

**Accept Gym Equipment from the Erie County Sheriff's Department**

Mr. Coleman moved to accept the donation of gym equipment from the Erie County Sheriff's Department for the Police Department to use in their workout room. Mr. Ferrell seconded the motion. Roll call: Mr. Lang, aye; Mr. Ferrell, aye; Mr. Coleman, aye. Resolution adopted.

Chief Donald said that they had been conducting interviews. He will be asking the Board to hire a new officer at the next meeting.

**Fire Department** – Chief Murphy reported the Erie County Silent Parade will be held October 3 starting at the Fairgrounds at 6:00 pm. The actual ceremony is downtown.

**Public Works Department** – Director Link reported that the road pavement markers have been installed on Marshall Avenue. He has received the score OPWC for Strub Road. The project scored in the middle of the pack. He thanked everyone for their assistance with Founders' Day. Mr. Lang thanked Mr. Link for reprogramming the light at Meadowlawn School.

**Community Development** – Director Byington advised of the agenda items for the next Board of Zoning Appeals and Zoning Commission meetings. They are working on a bus stop by Kroger/Firelands. She also gave an update on today's Land Bank meeting. They are asking for an official notification of the Township's representative to the Land Bank Board.

**Resolution 2021-185**

**Appoint Members to Land Bank**

Mr. Ferrell moved to appoint Angela Byington as representative to the Land Bank and Amanda McClain as alternate. Mr. Coleman seconded the motion. Roll call: Mr. Lang, aye; Mr. Ferrell, aye; Mr. Coleman, aye. Resolution adopted.

Ms. Byington further explained that at the meeting they appointed Alex Jones to be director of the Land Bank under a 90-day contract. In January they would consider a full-time contract. The Land Bank also advised that the County Commissioners had passed an additional 5% DTAC tax for use by the land bank. Mr. Coleman said that this entire issue brings up many unanswered questions. Mr. Ferrell wanted to go on the record opposing this without any input from or notice to the entities that it will affect. Mr. Ferrell noted that the Land Bank is not a county department. It is a partnership.

Ms. Wilke asked for an explanation of the DTAC money which was provided.

**Administrator** – Administrator Boyle reported that PMG had prepared the 2022 Road Projects Report. The Trustees agreed to hold a Special Meeting on October 5 at 9:00 am to discuss the 2022 road projects. Ms. Schaefer will need to advertise this.

Mr. Boyle gave an update of the CLOUT NW Ohio District meeting to which he was appointed Chair for the next year.

Mr. Boyle also thanked everyone for their help with Founders' Day. With the weather conditions, there were a number of last moment changes. However, the attendance was very good considering the weather.

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**REGULAR SESSION**

**September 28, 2021**

**Notices/ Correspondence**

- Next Regular Meeting – October 12 at 8:00 am
- Notice of membership change in a liquor permit for LLC, Speedway LLC at 5902 Milan Road – No hearing is requested.

**Fiscal Officer Comments**

- Payments for the period – September 18 – 28 total \$269,950.14 and included payments for: PMG for the road condition survey; 4 SRTS easements
- Motel Tax report for the month of August - Collections of \$149,911.13, up 19.99% over August 2019 and 16.83% YTD 2019.

**Public Forum** – Cheryl Best-Wilke, Pennsylvania Avenue, asked a number of questions regarding tax collection. Mr. Coleman explained the effects of HB 920. Mr. Ferrell also explained that as the valuations goes up, the tax effective rate goes down. Ms. Schaefer said that the Erie County Auditor’s website has a tax calculator. She also explained that the effective rate only applies to voted mileage, not inside mileage.

Ms. Wilke then asked when they talk about a \$100,000 house what is that, market value or appraised value. Mr. Ferrell said market value. Then the taxable value is 35% of that. Then she asked which value would be used due to the County Auditor’s recent revaluations. Mr. Ferrell said that the Board would be addressing this in the next resolution. It is the Board’s intent to collect only what was certified back in May and they are asking that the Auditor revise it if the State does not do this automatically.

Ms. Wilke asked if the next taxes do not go into effect until 2022, does that mean they are payable in 2022 or 2023. Ms. Schaefer said that the new levies, if approved, go into effect in 2021, payable in 2022.

**Trustees Discussion** –

**Resolution 2021-186**

**Revise Amounts to be Collected on New Levies**

Mr. Ferrell moved to inform the Erie County Auditor to collect the new Police and Fire levies, if approved, based on the residential evaluations as certified on May 18, 2021, before the triennial evaluation. Mr. Coleman seconded the motion. Roll call vote: Mr. Lang, aye; Mr. Ferrell, aye; Mr. Coleman, aye. Resolution adopted.

**Adjournment:**

There being no further business to come before the Board at this time, Mr. Ferrell moved to adjourn the meeting at 7:20 p.m. Mr. Coleman 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