

PERKINS TOWNSHIP TRUSTEES

REGULAR SESSION

December 17, 2024

The Perkins Township Trustees met on Tuesday, December 17, 2024, in the Township Services Facility located at 2610 Columbus Avenue. The Trustees present were James Ommert, James Lang, and Tim Coleman. Chairman Coleman opened the meeting with the Pledge of Allegiance at 8:30 a.m.

AGENDA

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

MINUTES

Mr. Coleman moved to adopt the minutes of December 10th. Mr. Lang seconded the motion. All were in favor.

FINANCIALS

Mr. Coleman moved to approve the financials for the period ending December 16th. Mr. Lang seconded the motion. All were in favor.

NEW BUSINESS

Resolution 2024-190

Approve 2025 Temporary Appropriations.

Mr. Coleman moved to approve 2025 Temporary Appropriations. Mr. Lang seconded. Administrator Boyle thanked Department heads for their hard work getting their budgets submitted to Fiscal Officer Koch, who shared thanks as well as providing a recap summary of the temporary appropriations. Roll call: Mr. Ommert, aye; Mr. Lang, aye; Mr. Coleman, aye. Resolution passed.

Resolution 2024-191

Approve the regulatory method of filing the Annual Financial Report.

Mr. Coleman moved to approve the regulatory method of filing the Annual Financial Report. Mr. Lang seconded. Administrator Boyle noted to the Board that this filing method is an annual standard. Roll call: Mr. Ommert, aye; Mr. Lang, aye; Mr. Coleman, aye. Resolution passed.

Resolution 2024-192

Adopt the salary method for payment of the Trustees and Fiscal Officer in 2025.

Mr. Coleman moved to adopt the salary method for payment of the Trustees and Fiscal Officer in 2025. Mr. Lang seconded. Administrator Boyle stated to the Board that this format has been used annually. Roll call: Mr. Ommert, aye; Mr. Lang, aye; Mr. Coleman, aye. Resolution passed.

Resolution 2024-193

Award a contract to CS Trucking for the Schiller Avenue sidewalk project.

Mr. Coleman moved to award a contract to CS Trucking for the Schiller Avenue sidewalk project in the amount of \$105,566.00. Mr. Lang seconded. Administrator Boyle explained that this was awarded through the County Commissioners' infrastructure program. Administrator Boyle added that CS Trucking was well below the engineer's cost estimate. Chairman Tim Coleman mentioned that he was surprised that there were eight bids, and this one was for a lower estimate of \$105,566. Roll call: Mr. Ommert, aye; Mr. Lang, aye; Mr. Coleman, aye. Resolution passed.

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Resolution 2024-194

Award a two-year contract to North Coast Cleaning Services II, LLC.

Mr. Coleman moved to award a two-year contract to North Coast Cleaning Services II, LLC for janitorial services at a cost of \$12,996.00 annually (\$1083.00 per month) per the attached. Mr. Lang seconded. Administrator Boyle reminded the Board that this is the same company we used all year, they clean twice a week, and they bring their own supplies. Roll call: Mr. Ommert, aye; Mr. Lang, aye; Mr. Coleman, aye. Resolution passed.

Resolution 2024-195

Award a five-year contract to MT Business Technologies.

Mr. Coleman moved to award a five-year contract to MT Business Technologies for a copier in the Public Works Department at a base rate of \$139.52 per month per the attached. Mr. Lang seconded. Administrator Boyle added that this contract will enable business services to be provided for Public Works. Roll call: Mr. Ommert, aye; Mr. Lang, aye; Mr. Coleman, aye. Resolution passed.

Resolution 2024-196

Authorize the Fire Department's submission of a grant application under the AFG program.

Mr. Coleman moved to authorize the Fire Department's submission of a grant application under the AFG program for an aerial platform vehicle and accept the grant if so awarded. Mr. Lang seconded. Chief Murphy explained that our current ariel vehicle is approaching its 30-year mark. The quote for the grant would be 2.2 million, with a two to three year waiting period for vehicle delivery. This grant would offset the cost of the ariel platform vehicle. A summary of the need for the vehicle has been provided. A local match can be provided through the Fire Department budget and/or the General Fund. Roll call: Mr. Ommert, aye; Mr. Lang, aye; Mr. Coleman, aye. Resolution passed.

Resolution 2024-197

Approve Supplemental Appropriation.

Mr. Coleman moved to approve Supplemental Appropriation – General Fund Transfer to Public Works Salaries 2031-330-190-0033: \$9,500 Source: Unencumbered General Fund. Mr. Lang seconded. Public Works Director, Brad Link, told the Board that this resolution is in part connected to the next one as well. He explained that the Public Works budget needs a supplemental appropriation to execute a resolution for a one-time retention bonus. Roll call: Mr. Ommert, aye; Mr. Lang, aye; Mr. Coleman, aye. Resolution passed.

Resolution 2024-198

Approve payment of a one-time retention bonus to Public Works Department staff.

Mr. Coleman moved to approve payment of a one-time retention bonus to Public Works Department staff per the attached. Mr. Lang seconded. Administrator Boyle recognized the marketplace for certain occupations, as with the bonuses for Police and Fire. He recommended that this one-time bonus would be appropriate for our Public Works staff as well. Mr. Lang stated that he agreed with this proposed resolution as Director Link's staff accomplishes so much for the Township. The rest of the Board agreed. Chairman Tim Coleman added that Public Works is the backbone of the Township. Roll call: Mr. Ommert, aye; Mr. Lang, aye; Mr. Coleman, aye. Resolution passed.

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Resolution 2024-199

Approve a contract with Colliers Engineering & Design

Mr. Coleman moved to approve a contract with Colliers Engineering & Design in the amount of \$86,400 for services related to the fire station project. Mr. Lang seconded. Administrator Boyle noted that ARPA funding would be used to pay for the contract. Roll call: Mr. Ommert, aye; Mr. Lang, aye; Mr. Coleman, aye. Resolution passed.

Resolution 2024-200

Approve a Then and Now payment to RFC Contracting Inc.

Mr. Coleman moved to approve a Then and Now payment to RFC Contracting Inc. in the amount of \$4,000 for services related to the fire station project. Mr. Lang seconded. Administrator Boyle stated that the Board may recall a temporary agreement for RFC previously approved, and this would pay an outstanding invoice. Roll call: Mr. Ommert, aye; Mr. Lang, aye; Mr. Coleman, aye. Resolution passed.

Resolution 2024-201

Approve a contract with RFC Contracting, LLC.

Mr. Coleman moved to approve a contract with RFC Contracting, LLC in the amount of \$564,235.00 for construction manager services related to the fire station project. Mr. Lang seconded. Administrator Boyle noted that this would be to continue construction manager at risk services with RFC Contracting, LLC. Roll call: Mr. Ommert, aye; Mr. Lang, aye; Mr. Coleman, aye. Resolution passed.

Resolution 2024-202

Approve the purchase of equipment for the fire station project by RFC Contracting Inc.

Mr. Coleman moved to approve the purchase of equipment for the fire station project by RFC Contracting Inc. using ARPA funds in the amount of \$199,841.50. Mr. Lang seconded. Administrator Boyle explained that there would be contingencies that would need to be met, adjusted, or amended if needed. He added that all discussions with architects indicate a need to acquire equipment in advance in order to avoid delays in construction. Administrator Boyle also added that this funding is proved from ARPA money, and if the equipment is not ordered right away, it can take months or years. This was a suggestion from legal counsel Bricker Graydon. Roll call: Mr. Ommert, aye; Mr. Lang, aye; Mr. Coleman, aye. Resolution passed.

Resolution 2024-203

Approve Supplemental Appropriation – General Fund Transfer to Fund 4913.

Mr. Coleman moved to approve a Supplemental Appropriation – General Fund Transfer to Fund 4913. 1000-910-910-4913 Transfer Out to Capital Projects \$3,000,000
Source: Unencumbered General Fund Fire Station Building 4913-760-720-0000
\$3,000,000 Source: Transfers in from General Fund. Mr. Lang seconded. Administrator Boyle explained that the transfer would allow us to allocate \$2.5 million for the building and \$0.5 million for contracted services, as to be done so by Fiscal Officer Koch. Roll call: Mr. Ommert, aye; Mr. Lang, aye; Mr. Coleman, aye. Resolution passed.

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Resolution 2024-204

Approve an amendment to Gary Boyle's Schedule A.

Mr. Coleman moved to approve an amendment to Gary Boyle's Schedule A per the attached, effective January 1, 2025. Mr. Lang seconded. Executive Coordinator, Ashley Ohlemacher, stated that this wage increase would align with the pay differential between Administrator and Admin. Staff. She added that Gary deserved the increase from how much he does for the Township and what value he is to us all. Ashley Ohlemacher finished by stating that we would all like to retain Gary as an Administrator, this is well deserved. Administrator Boyle thanked Ashley Ohlemacher for her kind words, he added that although unnecessary, that he very much appreciated it. Roll call: Mr. Ommert, aye; Mr. Lang, aye; Mr. Coleman, aye. Resolution passed.

Resolution 2024-205

Authorize legal action to enforce the Perkins Township Zoning Resolution.

Mr. Coleman moved to authorize legal action to enforce the Perkins Township Zoning Resolution for violations located at 3507 Beatty Avenue, Parcel Number 32-03087.000. Mr. Lang seconded. Code Enforcement Officer, Amanda McClain, gave a background of the history on this parcel. She stated that the case began in 2019 and carried over through the years. Code Enforcement Officer McClain said she has been working with the property owner to clean up the lot from junk vehicles that are parked on the grass and are unlicensed. She suggested that the Board move forward with the injunction to begin the next steps in the process. Roll call: Mr. Ommert, aye; Mr. Lang, aye; Mr. Coleman, aye. Resolution passed.

Resolution 2024-206

Authorize legal action to enforce the Perkins Township Zoning Resolution for violations located on a vacant lot on Old Railroad.

Mr. Coleman moved to authorize legal action to enforce the Perkins Township Zoning Resolution for violations located on a vacant lot on Old Railroad, Parcel Number 32-03225.000 and for the removal of junk vehicles pursuant to section 505.871 of the Ohio Revised Code. Mr. Lang seconded. Code Enforcement Officer, Andama McClain, explained the history and background of the parcel, noting that rodents have occupied the property and have left damages and odor. She advised the Board to move forward with the proposed resolution to enable to Township to work to resolve the problem. Roll call: Mr. Ommert, aye; Mr. Lang, aye; Mr. Coleman, aye. Resolution passed.

Department Reports

Police Department – Chief Musser's report was submitted in writing. No additional comments were made.

Fire Department – Chief Murphy's report was submitted in writing. No additional comments were made.

Community Development – Director Watkins' report was submitted in writing. She added that the Zoning Commission met Monday, December 9th to discuss the moratorium on poker clubs, to propose a text amendment, but this issue was tabled.

Public Works Department – Director Link's report was submitted in writing. He proposed an additional resolution before the Board, regarding supplemental appropriation. He added that the Santa Parade would take place this Saturday at 2:00 with the parade route on our website.

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Resolution 2024-207

Approve Supplemental Appropriations – Bell Ave.

Mr. Coleman moved to approve Supplemental Appropriation for Fund 2194 in the amount of \$32,184.98 from the General Fund for the remaining payment of Bell Ave. to the Erie County Engineering Office. Mr. Lang seconded. Roll call: Mr. Ommert, aye; Mr. Lang, aye; Mr. Coleman, aye. Resolution passed.

Administrator – Administrator Boyle’s report was submitted in writing. He announced the Police Chief Musser’s application to the state’s Public Safety Leadership Academy was accepted and that he will be in attendance this Spring. He added that former Police Chief Vice Donald attended, and that it is a great opportunity. The cost of this training is covered by the State.

Proclamation:

- Recognizing and Celebrating ThorSport Racing’s NASCAR Craftsman Series Championship Win. Mr. Coleman noted that it is, as read into the minutes, will be presented to the Thorson’s at their “open house” tonight.

Notices/Correspondence

- Next Regular Meeting – December 23, 2024, at 9:00 a.m.

Fiscal Officer Comments

- Payments for the period of December 10th - 16th total \$489,896.07. This includes payments to DMC Technology for computer and IT services, Lucky Stone Promotions for multiple department uniforms, Shine Rite Through Windows for a rehab grant program through community development, Erie County Sherriff’s Department for dispatch services, and Smith Paving for the completion of Stonewood Estates.
- Motel Tax payments for the month of October total \$83,214.53. The year-to-date motel tax received totals \$1,142,236.88. As November’s payments are due mid-December, the report for November’s motel tax will be given at the next regular meeting.

Trustees’ Discussion

Mr. Coleman moved to transition into Executive Session under Section 121.22 (G) regarding a personal matter. at the conclusion of the meeting. Jim Lang seconded. Roll call: Mr. Ommert, aye; Mr. Lang, aye; Mr. Coleman, aye. Resolution passed.

Public Forum

There was no public comment

Executive Session began at 9:35 a.m.

Mr. Coleman moved to leave Executive Session. Mr. Ommert seconded. Roll call: Mr. Ommert, aye; Mr. Lang, aye; Mr. Coleman, aye. Resolution passed.

Adjournment

There being no further business to come before the Board at this time, Mr. Coleman moved to adjourn the meeting at 10:16 a.m. Mr. Ommert seconded. Roll Call: Mr. Ommert, aye; Mr. Lang, aye; Mr. Coleman, aye. Meeting adjourned.

Timothy Coleman, Chairman

Alexis Koch, Fiscal Officer