

PERKINS TOWNSHIP TRUSTEES

REGULAR SESSION

February 25, 2025

The Perkins Township Trustees met on Tuesday, February 25, 2025, 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 February 11th. Mr. Lang seconded the motion. All were in favor.

FINANCIALS

Mr. Coleman moved to approve the financials for the period ending February 21st. Mr. Lang seconded the motion. All were in favor.

NEW BUSINESS

Resolution 2025-29

Enter into contract with OHM Advisors for preliminary engineering services.

Mr. Coleman moved to enter into contract with OHM Advisors for preliminary engineering services related to the sidewalk that will be constructed on Perkins Ave, not to exceed \$79,467. Mr. Lang seconded. Public Works Director, Brad Link advised that this contract would be best for the Township with the project ahead of us. Roll call: Mr. Ommert, aye; Mr. Lang, aye; Mr. Coleman, aye. Resolution passed.

Resolution 2025-30

Enter into a contract with Schultz Squared Architects, LLC for storm shelter structural review.

Mr. Coleman moved to enter into a contract with Schultz Squared Architects, LLC, for storm shelter structural review for the fire station project, not to exceed \$13,200. Mr. Lang seconded. Fire Chief Murphy explained that a contract with an architect is required for the peer review of the storm shelter in the proposed fire station. This firm has considerable experience in such structural projects and was the only one to respond to the RFQ for those services. Roll call: Mr. Ommert, aye; Mr. Lang, aye; Mr. Coleman, aye. Resolution passed.

Resolution 2025-31

Adopt 2025 Permanent Appropriations.

Mr. Coleman moved to adopt 2025 Permanent Appropriations. Mr. Lang seconded. Chairman Coleman explained that his understanding was that Department Heads have been working on their budgets, they are very similar to our temporary appropriations, and that Administrator Boyle has been working together to complete the budget as well. Fiscal Officer Alexis Koch added that once approved, she would enter the budget information into the accounting software accordingly, as well as share the budget with the County Auditor's office. Roll call: Mr. Ommert, aye; Mr. Lang, aye; Mr. Coleman, aye. Resolution passed.

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Department Reports

Police Department – Chief Musser’s report was submitted in writing.

Fire Department – Chief Murphy’s report was submitted in writing.

Community Development – Interim Director Blanca’s report was submitted in writing.

Public Works Department – Director Link’s report was submitted in writing.

Administrator – Assistant Administrator Ohlemacher noted that Administrator Boyle’s report was submitted in writing.

Notices/Correspondence

- Next Regular Meeting – March 11, 2025, at 6:00 p.m.

Fiscal Officer Comments

- Payments for the period of February 10th – 21st total \$308,532.41 this includes routine payments and standard administrative costs as well as payments to DMC Technology for IT service, Erie County Sheriff’s Department for dispatching services, and App Architecture for services relating to the new Fire Station.
- Motel Tax payment for the month of January total \$76,155.97 which is up 7% from 2024.

Trustees’ Discussion

No further discussion by the Trustees.

Public Forum

There was no comment from the public.

Adjournment

Mr. Coleman moved to adjourn the Board’s meeting at 8:43 a.m. Mr. Lang seconded. Roll Call: Mr. Ommert, aye; Mr. Lang, aye; Mr. Coleman, aye. Meeting adjourned.

Timothy Coleman, Chairman

Alexis Koch, Fiscal Officer