

## RECORD OF PROCEEDINGS

### Minutes of the Vermilion Township Board of Trustees' Regular Meeting

Held Wednesday, April 1st, 2026

The Pledge of Allegiance was given.

The meeting was called to order by Chairman Kenneth Baughman at 6:30pm.

The roll call resulted as follows: Mr. Kenn Baughman, Mr. Don Rowe & Mr. Keith Sexton were present.

Rowe made a motion to amend the agenda by adding item **O**. Brightspeed repairs and item **P**. Computer monitor in trustee office. Sexton seconded the motion. Baughman, Rowe & Sexton voted to accept the motion. **20260401-01**

Rowe made a motion to approve the Trustees' Regular Meeting Minutes from March 4<sup>th</sup>, 2026 and March 18<sup>th</sup>, 2026. Sexton seconded the motion. Baughman, Rowe & Sexton voted to accept the motion. **20260401-02**

seventy-nine bills/warrants totaling \$61,497.43 for February and ninety-five bills/warrants totaling \$94,969.23 for March were submitted for payment. Rowe made a motion to approve the warrants and receive the treasury reports. Sexton seconded the motion. Baughman, Rowe & Sexton voted to accept the motion. **20260401-03**

Vermilion Township Fire Chief Frank Triana reported 71 runs for March & reports have been submitted to the state. Runs include: EMS-48, commercial alarm-3, residential alarm-1, vehicle fire-1, brush/grass/trash fire-4, structure fire-2, wires down-2, motor vehicle crash-5, possible helicopter crash-1. Brush Truck 841 had a fuel module repaired. Annual SBCA maintenance was done by Municipal Equipment Services. Summit Fire will be scheduled soon for fire extinguisher inspection. Squad 813 will be scheduled for loose gear box repairs. The States Search & Rescue Trailer will be on site April 15th through April 18<sup>th</sup>, 2026 for fire fighter training. Several grant applications have been submitted.

Vermilion Township Road Administrator Kurt Johnson reported the Stanley Road Storm Sewer Replacement Project contracts have been signed by all parties and project is ready to commence. Equipment inventory has been reviewed and submitted to OTARMA for the annual insurance renewal. Gross Brothers Plumbing has been contacted for plumbing issues in the Township Hall. They were quick to respond. Accurate Business Machines was on site updating the security cameras and are still working on adjustments. Several companies were contacted for estimates on Township Hall gutter replacement. The South Cherry Road project is progressing and near completion. Ed Burdue & Co. is asking for two payment draws. The Township is still in need of a zoning secretary for the Zoning commission and the Board of Zoning Appeals. Progress is finally being made with Brightspeed. Contractors will be contacted for estimates on the damage caused by Brightspeed workers. The road department is in need of a new landscape trailer. Johnson recommends one from Worcester's Power Equipment for \$4,699.95. The old trailer would be repurposed to hold barricades and safety signs. When there is a road closing emergency, all the equipment is already loaded and ready to go.

In regards to the South Cherry Road Project, Sexton asked about payment draws versus pay-upon-

completion. Johnson talked to Erie County Engineer Eric Dodrill and Erie County Drainage Supervisor Jeremy Blakely. Ed Burdue and Company is close to finishing. The Asphalt machine is not running yet and high winds have prevented straw application. Rowe and Baughman said our resolution states to pay upon completion. Vermilion Township Fiscal Officer Stephanie Johnson noted Erie County Engineer Administrative Assistant Cathy Griggs said payment draws would be protocol going forward. Johnson stated gas and water lines were not where they were supposed to be, leading to elimination of 180 feet of the project and more gravel needed.

Baughman introduced *RESOLUTION 2026-08 ADOPTING A CYBERSECURITY PROGRAM AND POLICIES FOR VERMILION TOWNSHIP, ERIE COUNTY, OHIO* and moved for its adoption. *WHEREAS; the Ohio General Assembly enacted House Bill 96, codified in Ohio Revised Code §9.64, requiring each political subdivision, including townships, to adopt a cybersecurity program; and WHEREAS; Vermilion Township recognizes the importance of protecting the availability, confidentiality, and integrity of its information systems and data; and WHEREAS; the Board of Township Trustees finds it necessary and in the best interests of the Township to establish a cybersecurity program consistent with generally accepted best practices. NOW, THEREFORE, BE IT RESOLVED; by the Board of Trustees of Vermilion Township, Erie County, Ohio, that: 1. Adoption of Cybersecurity Program – The Township hereby adopts a formal cybersecurity program designed to safeguard Township information systems and data. 2. Adoption of Cybersecurity Policies – The Township hereby incorporates formal cybersecurity policies into the Vermilion Township Personnel Policy Manual under Article 16, (Sections 16.4 through 16.49 inclusive) and as attached to this resolution (6 Pages). 3. Incident Response and Reporting – The Fiscal Officer is designated as the contact for reporting. 4. Employee Training – All Township officials and employees must complete annual cybersecurity training. 5. Ransomware Policy – No ransom payment may be authorized without a separate resolution formally adopted by the board of trustees of Vermilion Township. 6. Confidentiality – Cybersecurity records shall be exempt from public disclosure.* Rowe seconded the resolution. Baughman, Rowe & Sexton voted to accept the motion. **20260401-04**

Baughman introduced *Resolution 2026-09 A RESOLUTION REGARDING RANSOMWARE PAYMENTS FOR VERMILION TOWNSHIP, ERIE COUNTY, OHIO*, and moved for its adoption. *WHEREAS; Ohio Revised Code § 9.64 requires that no political subdivision shall pay a ransom in response to a ransomware incident unless authorized by formal resolution; and WHEREAS; Vermilion Township recognizes the need for a clear ransomware payment policy. NOW THEREFORE, BE IT RESOLVED; by the Vermilion Township Board of Trustees, Erie County, Ohio adopt the following: 1. General Policy – Vermilion Township shall not authorize ransom payments except as provided herein after careful consideration of the merits and impact of such payment. 2. Authorization Process – Payment may only occur if the Board of Trustees passes a separate formal resolution stating why it is in the best interests of Vermilion Township to do so.* Rowe seconded the resolution. Baughman, Rowe & Sexton voted to accept the motion. **20260401-05**

Baughman introduced *RESOLUTION 2026-10 A RESOLUTION ESTABLISHING CYBERSECURITY TRAINING REQUIREMENTS FOR VERMILION TOWNSHIP, ERIE COUNTY, OHIO* and moved for its adoption. *WHEREAS; Ohio Revised Code § 9.64 requires that political subdivisions provide cybersecurity training to employees and officials; and WHEREAS; Vermilion Township recognizes the importance of proper training for all persons and employees with access to Vermilion Township IT systems. NOW, THEREFORE, BE IT RESOLVED; 1. Training Requirement – All Township employees, elected officials, and contractors shall complete annual cybersecurity training. 2. Approved Training – Training may be completed through the Ohio Cyber Range or other approved state-supported programs. 3. Recordkeeping – The Fiscal Officer*

*shall maintain all training records and report annually to the Board of Trustees.* Rowe seconded the resolution. Baughman, Rowe & Sexton voted to accept the motion. **20260401-06**

Baughman made a motion to enter into Executive Session per ORC §121.22(G)(1) to consider the appointment, employment, dismissal, discipline, demotion or compensation of a public employee, and the investigation of complaints against a public employee. To be held after Old and New Business. Sexton seconded the motion. Baughman, Rowe & Sexton voted to accept the motion. **20260401-07**

Sexton received an email concerning the number of dogs on a Joppa Road property.

Baughman opened the floor to the audience.

Arlene Olsen of Darrow Road thanked the Trustees for being proactive with health and safety concerns.

Dan Ladrach of State Road asked if he could speak when the Trustees return from executive session.

Baughman recessed the meeting at 7:04 to enter into Executive Session.

The meeting was called to order Baughman at 8:59pm and the roll call resulted as follows: Baughman, Rowe Sexton were present.

Baughman said the two-hour call-out time for the Road Department should be increased to four-hours, especially if they are being asked to get up in the middle of the night to plow snow. Sexton noted in other townships, It is typically a two hour call out and if it rolls over two hours and 15 minutes, it rolls into another two hours. Sexton continued, because of staffing, many townships only plow during certain hours. The driver is only permitted to be behind the wheel for a certain number of hours. It is hard to maintain 24-hour plowing service. Baughman noted Article Seven (of the Employee Manual) doesn't cover call out times. It covers paid time off, all unscheduled absences, special periods requiring leave, qualified holidays, religious holidays, vacation, bereavement, military leave, civil leave, jury duty, remuneration to pay for, lost time for jury duty, injury of injury, leave, funeral and bereavement, sick leave. The new change is the way vacation days are scheduled now. It is being scaled to one year: one day, two years: two days with a start of five days. So, at year six, there will be eleven days; year ten there will be fifteen days, etc. That's technically the use requirement. The maximum vacation hours that can be accumulated and carried over or rolled over to the following year are 160 regardless of all years of service. That's the original language and we bumped that to 200.

Baughman made a motion to adopt Chapter Seven as revised on April 1<sup>st</sup>, 2026 to the Vermilion Township Personnel Policy Manual. Rowe seconded the motion. Baughman, Rowe & Sexton voted to accept the motion. **20260401-08**

Vermilion Township's property and liability insurance company OTARMA recommends some type of security barrier for the Erie County Sheriff's substation at the Township Hall. The Sheriff's deputies would then enter through the south door. The Sheriff's department would also like a parking spot next to the south door. Rowe made a motion to have Johnson collect estimates on the following work: wall in the hallway with access door, camera moved into that location, a parking spot or two and sidewalks to connect everything. Sexton seconded the motion. Baughman, Rowe & Sexton voted to accept the motion. **20260401-09**

Vermilion Township Zoning Commission and Board of Zoning Appeals member pay has not changed in over twenty years. Rowe made a motion to establish the Zoning Commission and Board of Zoning

Appeals Chair pay at \$70.00 per meeting and regular members plus alternate member pay at \$50.00 per meeting. Baughman seconded the motion. Baughman, Rowe & Sexton voted to accept the motion.

**20260401-10**

The Township Building and Zoning Department laptop has been turned in damaged. Rowe made a motion to purchase a new laptop for the Township Building and Zoning Department at a cost not to exceed \$1,400.00. Baughman seconded the motion. The motion was tabled to consult with the Township's tech department.

Kneisel Road is one of the most traveled roads in Vermilion Township, sometimes known as the Vermilion bypass. The berm on the south side of that road continues to erode. There's almost zero berm there now and it continues to compromise the integrity of the road. Sexton had a site visit with the Erie County Engineer's Office and the Township Road Department. Repair is recommended to be placed on a priority list of requesting engineer drawings. The enclosure of the ditch would start east from 14520 Kneisel Road to 14502 Kneisel Road (approximately 555 feet); and then extend from 14318 Kneisel Road to 14214 Kneisel Road (continuing approximately 790 feet). It would then go from 14004 Kneisel Road, another 300 feet for a total of 1,645 feet. The enclosure of this ditch will help maintain the integrity of the most traveled road in Vermilion Township. Sexton made motion to request the Erie County Engineer's Office to provide a complete scope of work and estimate to make this much needed repair. Rowe seconded the motion. Baughman, Rowe & Sexton voted to accept the motion. **20260401-11**

Sexton and Vermilion Township Road Foreman Steve Young reviewed the pavement analysis from Tim Herbst and would like to utilize the Erie County Engineer's Road Maintenance and Paving Program for the following: Micro-surface Sperry Road from Route 60 to Dean Road; Frailey Road from Darrow Road to US Route 6 (Lake Road); Frailey Road from the Township line to Darrow Road. Reclamite from Chardonnay Drive to Route 60; from Wine Street to each dead end and Ridsen Road North from Lake Road to the dead end. Asphalt mill and resurface Coen Road from US Route 6 (Lake Road) North to the dead end; 7151 Barnes Road continuing 110 feet at 9.6 feet wide; Barnes Road from Culvert V339 continuing 725 feet at a width of 19.7 feet wide; 12908 Cherry Road for a 155 feet, 11 feet wide, 191 square yards; Cherry Road at the culvert south of Darrow Road for 44.67 square yards; Stanley Road west of the bridge culvert V323 continuing 425 feet at 21 feet wide; intersection of Barnes Road and Stanley Road, 173 square yards. The cost for this is \$251,753.13. Baughman noted that section of North Ridsen Road was just resurfaced. Sexton replied reclamite rejuvenates (melts, softens, rejuvenates, hardens) the asphalt. It's recommended as it adds quite a bit of life expectancy. However, it has to be done within three years, after that the pavement is too hard. Rowe made a motion to send the pavement list the Erie County Engineer's Office. Sexton seconded the motion. Baughman, Rowe & Sexton voted to accept the motion. **20260401-12**

The Road Department buildings have large sides that would make for nice advertising, art installation or a "Welcome to Vermilion Township" sign. Rowe made a motion to investigate installing a billboard on one of the buildings. Sexton seconded the motion. Baughman noted to check the warranty on the Salt Shed so that is not voided by any direct application. Johnson recommended contacting the local high school art department to see if they wanted to make it a class project. Baughman said there might be grant money available for this type of project. Baughman, Rowe & Sexton voted to accept the motion.

**20260401-13**

Rowe and Erie County Assistant Prosecutor Jason Hinnners meet with Vermilion Country Club owner Terry Pena to discuss graves that were located on Pena property and how best to get these incorporated into Orchard Beach-Cuddeback Cemetery property. A resident complained about trash being burned in the country club's dumpsters. The Vermilion Township Fire Department and the Erie County Health Department were called. The Vermilion Country Club clubhouse burned down over two years ago and Pena has exhausted all the temporary occupancy permits.

Johnson gave an update on the trees at Orchard Beach-Cuddeback Cemetery. One very large tree is not doing well and will mostly likely need to come down. Due to the size of tree and the surrounding graves, a tree company will need to do the work. The bulk of the trimming of other trees and shrubs can be done in house.

Rowe made a motion to purchase the 7x16 Tube Top Utility trailer 7K for Worcester's Power Equipment at an amount not to exceed \$4,699.95. Sexton seconded the motion. Baughman, Rowe & Sexton voted to accept the motion. **20260401-14**

Baughman commented with all the discussion of EMS regionalization, Vermilion Township is the best equipped to have it here.

Rowe said he and Johnson were making some progress with Brightspeed Communications to fix the roads they damaged.

Rowe noted a monitor with an HDMI cable is needed for the security camera set up.

Baughman made a motion to terminate the employment of Vermilion Township Building and Zoning Inspector Joe Baxter pursuant to Vermilion Township Employee Handbook Section 2.3, based on the inability to set up the building department as deemed satisfactory. Sexton seconded the motion. Rowe asked for the trustees to consider extending Baxter's probationary period by 30 days. Baughman said a change of direction is needed. Sexton said the building department is not up and running yet. Baughman & Sexton voted to accept the motion. Rowe voted against. **20260401-15**

Baughman announced the next meeting would be Wednesday April 15th, 2026 at 6:30pm

Dan Ladrach was unhappy with the decision about Baxter

Baughman adjourned the meeting **at 9:59pm.**