

VERMILION TOWNSHIP BOARD OF TRUSTEES***Record of Proceedings
Minutes to Regular Meeting Held 6/3/20***

Meeting was called to order at 7:30 p.m. by Chairman Charles T. Trinter.

Pledge of Allegiance.

Present: Charles T. Trinter, Trustee; Ronald L. Dickel, Trustee; Carl E. Hill, Trustee; Brenda J. Zsebik, Fiscal Officer; Robert Kurtz, Building Official/Zoning Administrator; Frank R. Triana, Vermilion Township Fire Chief; Tina L. Karres, Township Secretary.

MOTION BY R. Dickel, second by C. Hill to approve minutes to regular meeting held 5/20/20 and dispense with the reading of the minutes. Roll Call – R. Dickel, yes; C. Trinter, yes; C. Hill, yes; Motion Carried.

MOTION BY C. Hill, second by R. Dickel to accept the Treasurer's Report and Financial Packet dated 6/2/20. Roll Call – R. Dickel, yes; C. Trinter, yes; C. Hill, yes; Motion Carried.

MOTION BY R. Dickel, second by C. Trinter to approve and pay warrants 24525 through 24550 and payment vouchers 41-2020, 42-2020, 43-2020. Warrants and payment vouchers totaled \$27,679.62. Roll Call – R. Dickel, yes; C. Trinter, yes; C. Hill, yes; Motion Carried.

AUDIENCE PARTICIPATION:

Sperry Road residents were in attendance to follow-up with the Board regarding property maintenance issues for their neighboring property located at 15904 Sperry Road. They were requesting the Board to move things along and declare this property a nuisance. The general concern with this property was the consistent tall grass and the overgrown landscaping. The Board assured the residents they understood their concerns, but explained all rules and regulations need to be followed prior to any action by the township. Mr. Kurtz, Zoning Administrator explained if the property (lawn and landscaping) were declared a nuisance by definition in the newly adopted zoning resolution, he would no longer have to send a letter certified and the lawn could be mowed quicker. A process would still need to be followed. Mr. Kurtz recommended hiring a lawn service to take care of the landscaping issues. The township would be required to do a title search on the property which would entail a letter to be sent to the homeowner and all lien holders. Mr. Kurtz clarified he would contact the property owner prior to any action and inform him of what would be happening. The costs to provide maintenance on these types of properties were discussed.

SPEAKERS:

None present.

CORRESPONDENCE:

No correspondence.

(Continuation of Minutes to Meeting Held 6/3/20)

BUILDING OFFICIAL/ZONING ADMINISTRATOR:

Building Official/Zoning Administrator, Robert Kurtz, reported for May the Zoning Department issued 10 zoning permits (\$793.35) with a total fee collection of \$793.35; the Building Department issued 24 permits with a total fee collection of \$4,310.00 and total valuation of work being done at \$592,440.00.

VERMILION TOWNSHIP FIRE DEPARTMENT:

Chief F. Triana's report: Fire Runs between 5/20/20 – 5/31/20. EMS – 20; HAZMAT -1; Structure Fire – 3; Commercial Fire Alarm – 1; MVA (w/injury) – 1; LP Odor Investigation – 1; YTD: 260 Runs.

Finley Fire Equipment was on station Monday, June 1, 2020 to check out 821 primer valve. It appears to be hanging up and will need to be rebuilt.

The Chief will be scheduling pump maintenance through Finley Fire.

May fire reports are complete and have been submitted to the State.

We have four (4) pairs of bunker pants and two (2) fire coats in for repair pending evaluation.

NORTHERN OHIO RURAL WATER REPRESENTATIVE:

None present.

OLD BUSINESS:

Mr. Kurtz reported that the zip code boundary realignment appeal has been sent to Washington and response will be forwarded to the Board.

A resolution authorizing to add the Online Portal to iWorq Systems at an additional cost of \$1,205.00 was requested by Mr. Kurtz for the Board to consider.

Mr. Kurtz requested the Board to declare the property (lawn and landscaping around the house) located at 15904 Sperry Road a nuisance and authorizing a title search to be conducted.

On May 20, 2020 there was a meeting on-site regarding Holiday Drive to discuss the necessary repairs to the collapsed storm pipe under the road. Both ODOT and Erie County have stated it is the township's responsibility for the repair. On May 21, 2020, ODOT confirmed they will work with the township on this issue and will perform the work to replace and install the pipe. The township's responsibility will be to have the road cut, supply materials, and repair the road after pipe is installed. No permits are required for this project. Mr. Ken Fortney and Mr. Tim Lloyd from Erie County Engineer's Office stated plans are not needed since this project is just a repair. All repairs of road/pipe must be restored to the original specifications.

(Continuation of Minutes to Meeting Held 6/3/20)

MOTION BY C. Hill, second by R. Dickel authorizing to declare the property (lawn and landscaping around the house) located at 15904 Sperry Road a nuisance and requesting a title search be conducted according to the township zoning resolution. The township will mow the property as frequent as the policy allows. Roll Call – R. Dickel, yes; C. Trinter, yes; C. Hill, yes; Motion Carried.

RESOLUTION NO. 23-20

MOTION BY C. Trinter, second by C. Hill to amend (Resolution 14-20) the Service Agreement with iWorq Systems for zoning and building software maintenance to add the on-line portal (Portal Home) at a cost of \$1,205.00. These services include the Community Development Package at an annual cost of \$1,450.00, the Online Application and Registration Forms at an annual cost of \$795.00, and the Portal Home at an annual cost of \$1,205.00 for a total annual cost of \$3,450.00 (See Attached Agreement). Fiscal Officer Zsebik asked about the contract (including Portal Home) being prorated to coincide with the original contract time period of April 2020-March 2021. Mr. Kurtz will follow-up with iWorq to confirm. Fiscal Officer Zsebik asked if this included payment options or if that feature would be an additional fee. Mr. Kurtz stated this option is not included and that there probably would be an additional fee. Mr. Kurtz explained this add on will allow applicants to fill-out applications on the township website, submit them, and upload plans on-line. Roll Call – R. Dickel, yes; C. Trinter, yes; C. Hill, yes; Motion Carried.

RESOLUTION NO. 24-20

Trustee Hill acquired two quotes for repair of the collapsed storm pipe on Holiday Drive. The first estimate was from Forrester at a cost of \$3,217.00 and the second quote was from Northern Concrete Pipe of Sylvania, Ohio at a cost of \$2,537.30. Trustee Hill also obtained two quotes for the patch work. The first quote from 2D Construction, LLC., Vermilion at a cost of \$10,500.00 and the second quote from Herk Excavating, Inc., Vermilion, Ohio at a cost of \$3,700.00. Discussion about the state recommending a headwall ensued.

MOTION BY R. Dickel, second by C. Hill authorizing to order 41 foot of pipe (30"/Class 4) from Northern Concrete Pipe of Sylvania, Ohio for Holiday Drive at a cost of \$2,537.30. Roll Call – R. Dickel, yes; C. Trinter, yes; C. Hill, yes; Motion Carried.

RESOLUTION NO. 25-20

MOTION BY R. Dickel, second by C. Trinter authorizing to hire Herk Excavating, Inc. Vermilion, Ohio to cut concrete and replace after repairs are made for Holiday Drive at a cost of \$3,700.00. Roll Call – R. Dickel, yes; C. Trinter, yes; C. Hill, yes; Motion Carried.

RESOLUTION NO. 26-20

The Board agreed to authorize the ordering of the headwall, if after further investigation, it is absolutely needed. The cost will be a little under \$800.00 if it is found to be necessary.

Trustee Dickel reported on the discussion he had with Mr. Ken Fortney, Erie County Engineer's Office regarding what was done in the past for the pipe under Holiday Drive.

Trustee Hill discussed the brake light rusting out on the one-ton truck and obtained three quotes. Rich's Auto Body at a cost of \$1497.40, Auto Nation at a cost of \$1,789.77, and Pat O'Brien Chevrolet at a cost \$1,147.80. Trustee Hill discussed possibly ordering in the future Ford Tow Side Mirrors through ebay which had a comparatively lower price than a quote by Auto Nation.

MOTION BY C. Trinter, second by R. Dickel authorizing Pat O'Brien Chevrolet to proceed with rust repairs to the one-ton dump truck at a cost of \$1,147.80. Roll Call – R. Dickel, yes; C. Trinter, yes; C. Hill, yes; Motion Carried.

(Continuation of Minutes to Meeting Held 6/3/20)

Trustee Hill presented quote from Carter & Huber Co. LLC regarding replacement parts for the ditch machine. Trustee Hill stated for 2 complete sets of digger blades (6 pieces), including labor and material, the cost would be \$750.00. This was tabled for further investigation.

Fiscal Officer Zsebik reported on the payroll direct deposit analysis. Mrs. Zsebik discussed the benefits of a hybrid proforma checking account versus the interest-bearing checking account and the need to possibly switch back and forth depending on account balance. The cost of direct deposit with the township's current interest checking account would be \$46.75 per month and with the hybrid proforma checking account it would be \$44.50 per month. The cost for processing payroll with the townships current system is \$16.60 per month.

MOTION BY R. Dickel, second by C. Hill authorizing the Fiscal Officer to switch the township's checking account to the hybrid proforma checking account and giving the Fiscal Officer the authority to switch accounts as necessary depending on account balance from the hybrid proforma checking account to interest bearing checking account (public fund checking account) without Board Approval. Roll Call – R. Dickel, yes; C. Trinter, yes; C. Hill, yes; Motion Carried.

RESOLUTION NO. 24-20

Fiscal Officer Zsebik informed the Board if they would like to approve payroll direct deposit a direct deposit payroll policy would need to be adopted at the next meeting. If approved, it would take approximately two months for the process to be completed by the bank and training. Trustee Trinter asked for clarification regarding what the new procedures would be and if it would eliminate the signing of checks. Fiscal Officer Zsebik stated it would eliminate signing individual checks. After discussion, Trustee Dickel stated he was not against direct deposit, but he was against spending more money to pay employees. He added, with the current technology an employee can take a picture of their check to make a deposit. Trustee Trinter stated he was for it since it would offer convenience for employees and a safe way of doing things. Trustee Hill added there were many employees that were interested in direct deposit and would be happy if it were adopted.

MOTION BY C. Hill, second by C. Trinter authorizing to proceed with paperwork to implement employee payroll direct deposit. Roll Call – R. Dickel, no; C. Trinter, yes; C. Hill, yes; Motion Carried.

NEW BUSINESS:

Mr. Kurtz reported the township office building roof was in need of repair (rust) and shared some pictures. Trustee Dickel agreed the rust needed to be addressed and asked Mr. Kurtz to get some estimates from roofing contractors.

Fiscal Officer Zsebik reported on memo dated June 2, 2020 from John D. Farschman, P.E., P.S., Office of Erie County Engineer, regarding the Salt Bid for 2021 Calendar Year asking if the township desires to be included in the overall bid for rock salt. Mrs. Zsebik asked for a motion to request zero tons since the township participates in ODOT.


MOTION BY C. Trinter, second by R. Dickel requesting zero (0) tons to be purchased through the county for the 2021 season. Roll Call – R. Dickel, yes; C. Trinter, yes; C. Hill, yes; Motion Carried. The township purchases salt under the state purchasing program.

(Continuation of Minutes to Meeting Held 6/3/20)

Trustee Trinter was contacted by Assistant Erie County Prosecutor, Sue Brown, who asked if the Board would like to have an executive session about the proposed plans for the former Brown property with the developers. They would discuss what some of their plans were without the Board being able to ask any questions. Mr. Kurtz stated if the Board would like to see their presentation, it would be a passive meeting. They are not ready to make their plans public and more than likely the county would be involved. The Board agreed they would have to go through the proper process anyways and would rather wait and see the plans when that begins. After discussion, assuring all legal procedures are followed, the Board unanimously agreed to no meeting.

Trustee Trinter brought up for discussion whether to open the township offices. He mentioned Berlin Township is keeping their offices closed for the next month and felt it might be better to wait and see if the state opens up a little more during the next month. Fiscal Officer stated a policy should be drafted in regard to the township's procedures upon opening the offices regarding COVID-19. A sample was given to the Board. The Board agreed to keep the offices closed a bit longer as long as no one was having problems with getting service.

MOTION BY: C. Trinter, second by R. Dickel to adjourn the regular meeting at 9:07 a.m. with no further business to discuss. Roll Call – R. Dickel, yes; C. Trinter, yes; C. Hill, yes; Motion Carried.




Trustee



Trustee



Trustee



Township Secretary