

Vermilion Township Board of Trustees

Regular Business Meeting Agenda: December 3rd 2025, 6:30 P.M.

This is a public meeting of the Vermilion Township Board of Trustees for the purpose of conducting the Vermilion Township's business and is not to be considered an open public forum. There is a specific time allowed for limited public participation during the meeting as indicated on the agenda. The **General Business Meeting** is held on the first Wednesday of each month and the **Supplemental Business Meeting** is held on the third Wednesday of each month; as needed. Both meetings are regular business meetings held beginning at 6:30 P.M.

All Vermilion Township Trustee Organizational Rules & Adopted Meeting Rules apply.

I. Pledge of Allegiance & Call to Order:

The Chair will lead the pledge, Call the Meeting to Order, then declare the **Meeting Title, date, and time the meeting was called to order.**

II. Trustee Quorum Call by the Chair: Mr. Baughman, Mr. Rowe, Mr. Johnson

The Fiscal Officer will conduct a Roll Call, and the Chair will declare if a quorum is present.

III. Adoption of the Agenda (Consent Decree)

The Board of Trustees approves all items on this Agenda (**IV. thru VIII.**) by a Consent Decree before the Chair accepts the agenda. (*If there is no objection the Agenda stands approved.*)

IV. Review and Approval of the Standing and Added Agenda Items:

1. Approval of Previous Meeting Minutes as written. (Voice Vote: Chair)

(*Roll Call required if minutes are amended prior to approval.*)

2. Presentation of the Warrants and Treasury Report. (Roll Call: Chair)

3. Fire Department Report: (Chief Triana) (General Consent)

4. Road Department Report: (Mr. Young) (General Consent)

5. Township Administrator & Zoning Reports (Mr. Baxter) (General Consent)

6. Fiscal Officer's Report: (Mrs. Johnson) (General Consent)

7. Resolutions Submitted for Formal Approval: (Roll Call: Chair)

a. **RESOLUTION 2025-25:** A resolution authorizing a Subdivision Winter Parking Ban from November through April of each year

b. **RESOLUTION 2025-26:** A resolution to enter into a contract with Ohio Tree & Excavation in the amount of \$10,600 for Cuddeback Cemetery tree removals.

c. **RESOLUTION 2025-27:** A resolution to enter into a contract with Safe Harbor Security and Fire, in the amount of \$ 4,725.00 for security system upgrades.

d. **RESOLUTION 2025-28:** A Resolution of Necessity for consideration of Replacement Levy in the amount of 3.65 MILL to replace an existing 1.65 MILL levy for the Vermilion Township Fire Department.

8. Executive Session(s): (*Separate Roll Call Votes by Fiscal Officer*)

a. Motion to go into Executive Session ORC 121.22 (G) (1) To discuss personnel issues currently under review. (BAUGHMAN) (AFTER NEW BUSINESS)

- b. Motion to go into Executive Session ORC 121.22 (G) (1) To discuss personnel issues currently under review. (BAUGHMAN) **(At the Erie County Prosecutor's Office on December 4th with Prosecutor Kevin Baxter in attendance.)**
 - c. Quorum Roll Call to return to the meeting after a recess is required.
- 9. **Correspondence Submitted to the Board of Trustees:** **Item V**
 - a. Email concerning traffic counts across the MPO in the Spring/Summer of 2026.
 - b. Email concerning gravel storage for South Cherry Road project.
 - c. Email & letter concerning Building Department transfer from Mayor Forthofer.
- 10. **Open to the Audience / Public Commentary & Inquiry:** **Item VI**
- 11. **Old Business and New Business Items VII & VIII** (Voice Vote as needed)
 - a. OLD BUSINESS: Damage to Sassafras & Cemetery Road Update (BAXTER)
 - b. OLD BUSINESS: Discussion on holiday shut down from **12-19-25 through to 1-05-26**; with Fiscal & Zoning issues by Appointment Only. (BAUGHMAN)
 - c. **NEW BUSINESS:** Interim appointments as needed. (BAUGHMAN)
 - d. **NEW BUSINESS:** Discussion of Township Hall sidewalk. (ROWE)
 - e. **NEW BUSINESS:** Discussion of the Building Department transition and contract agreement with the City of Vermilion. (ROWE & BAXTER)
- V. **Correspondence Submitted to the Board of Trustees:**
 - a. Email from Kevin Cannon ECRP concerning traffic counts planning. Addition of Haber Road.
 - b. Email from Ed Burdue concerning gravel storage for South Cherry Road Project.
 - c. Email letter and contract received from Mayor Forthofer of the City of Vermilion
- VI. **Open to the Audience / Public Commentary & Inquiry:** All Public Speakers are required to sign in. All public speakers are allotted a maximum of five (5) minutes of time to speak on agenda items or other business directly related to duties and responsibilities of the Board. All public speakers will direct all comments to the Chair exclusively. All printed material must be handed to the Chair who will decide on the need for circulation. Any person disrupting the proceeding of the meeting may be removed after one warning by the Chair: or at the discretion of a majority of the board's trustees by motion. Up to sixty (60) minutes may be allocated for the purpose of a limited public forum.
- VII. **Old Business:** as needed by the board.
- VIII. **New Business:** as needed by the board.
- IX. **Incidental Business:** The Chair will ask if there is other business to come before the Board of Trustees. This includes, but is not limited to, special presentations not requiring action by the board and announcements related or relevant to the township or its residents.
 - a. Announcement of next meeting, REGULAR MEETING at 6:30 PM, 17 December 2025.
 - b. Trustees will attend a statutorily required meeting with the Erie County Engineer on 4 December 2025, at 9 AM at the County Building in Sandusky.
 - c. The PLOT Committee will meet at 6 PM, 11 December 2025.
 - d. The Vermilion Township Office will be closed from 19 December until 5 January 2026. The Records Office, Fiscal Office & Zoning Office will be open by appointment only.
 - e. Motion to go into Executive Session ORC 121.22 (G) (3) To confer with attorney on matters of pending litigation. (ROWE) **(IMMEDIATELY AFTER INCIDENTAL BUSINESS and TRUSTEE BAUGHMAN's Recusal)**
- X. **Adjournment:** The Chair will ask if there is any other business to come before the board. If no trustee objects, the Chair shall adjourn the meeting by Motion of Consent and state for the record, **"If there is no objection the Chair declares this meeting stands adjourned at (states time)"**