

RECORD OF PROCEEDINGS

Minutes of the Vermilion Township Board of Trustees' Organizational Meeting

Held Wednesday January 3rd, 2024

The meeting was called to order at 5:30pm by Vermilion Township Fiscal Officer and Chairwoman Pro Tempore Stephanie Johnson.

The roll call resulted as follows: Mr. Kenn Baughman, Mr. Robert Kurtz & Mr. Rodger Scott were present.

Johnson asked for nominations for Chairman & Vice-Chairman of the 2024 Board of Trustees. Baughman nominated Kurtz for Chair and himself for Vice-Chair. Kurtz seconded the motion. Baughman, Kurtz & Scott voted to accept the motion. **20240103-01OM**

Johnson handed the meeting over to Chairman Kurtz

Kurtz made a motion to go into Executive Session at 5:31pm for ORC 121.22 G-1 PERSONNEL MATTERS & EMPLOYEE COMPENSATION to consider the appointment, employment, dismissal, discipline, promotion, demotion or compensation of a public employee. Baughman seconded the motion. Baughman, Kurtz & Scott voted to accept the motion. **20240103-02OM**

Kurtz adjourned from Executive Session & returned to Regular Session at 6:37pm. The roll call resulted as follows: Mr. Kenn Baughman, Mr. Robert Kurtz & Mr. Rodger Scott were present.

Kurtz made a motion to amend the agenda by adding the resignation of Vermilion Township Zoning Inspector Pete Fisher to the agenda. Scott seconded the motion. Baughman, Kurtz & Scott voted to accept the motion. **20240103-03OM**

Baughman made a motion to accept the resignation of Vermilion Township Zoning Inspector Pete Fisher, effective 12/29/2023. Scott seconded the motion. Baughman, Kurtz & Scott voted to accept the motion. **20240103-04OM**

Kurtz made a motion to appoint Kurtz as Delegate to the Erie Regional Planning Commission for 2024. Scott seconded the motion. Baughman, Kurtz & Scott voted to accept the motion. **20240103-05OM**

Kurtz made a motion to appoint Scott as Alternate Delegate to the Erie Regional Planning Commission for 2024. Baughman seconded the motion. Baughman, Kurtz & Scott voted to accept the motion. **20240103-06OM**

Kurtz made a motion to appoint Scott as Delegate to the Council of Governments for 2024. Baughman seconded the motion. Baughman, Kurtz & Scott voted to accept the motion. **20240103-07OM**

Kurtz made a motion to appoint Baughman as Alternate Delegate to the Council of Governments for 2024. Scott seconded the motion. Baughman, Kurtz & Scott voted to accept the motion. **20240103-08OM**

Kurtz made a motion to appoint Kurtz as the Delegate to the Erie County GIS Advisory Board for 2024. Baughman seconded the motion. Baughman, Kurtz & Scott voted to accept the motion. **20240103-09OM**

Kurtz made a motion to appoint Baughman as the Alternate Delegate to the Erie County GIS Advisory Board for 2024. Scott seconded the motion. Baughman, Kurtz & Scott voted to accept the motion.

20240103-10OM

Baughman made a motion to reappoint Frank Triana as the part-time Fire Chief for Vermilion Township for 2024. Establishing a salary of \$2024.00 per month with a \$50.00 per month cell phone reimbursement. Salary is based on a 20-hour work week. To be effective for the current pay period starting Monday, January 1st, 2024. Kurtz seconded the motion. Baughman, Kurtz & Scott voted to accept the motion. **20240103-11OM**

Baughman made a motion to reappoint Steve Young as the full-time Road Department Foreman for Vermilion Township for 2024. Establishing a wage at a rate of \$28.00 per hour with insurance benefits. Wages are based on a 40-hour work week with 160 hours or 20 days paid vacation plus holidays. To be effective for the current pay period starting Sunday, December 31st, 2023. Scott seconded the motion. Baughman, Kurtz & Scott voted to accept the motion. **20240103-12OM**

Baughman made a motion to reappoint Tom Lalonde as the full-time Road Department Assistant for Vermilion Township for 2024. Establishing a wage at a rate of \$25.00 per hour with insurance benefits. Wages are based on a 40-hour work week with 120 hours or 15 days paid vacation plus holidays. To be effective for the current pay period starting Sunday, December 31st, 2023. Scott seconded the motion. Baughman, Kurtz & Scott voted to accept the motion. **20240103-13OM**

Baughman made a motion to reappoint Laraine Bailey as the part-time Zoning Secretary for the Vermilion Township Zoning Commission & the Vermilion Township Zoning Board of Appeals for 2024. Establishing a wage at a rate of \$18.00 per hour. To be effective for the current pay period starting Sunday, December 31st, 2023. Position is based on an as-needed basis. Kurtz seconded the motion. Baughman, Kurtz & Scott voted to accept the motion. **20240103-14OM**

Baughman made a motion to appoint Keith Sexton as the full-time Zoning Inspector & Township Administrator for Vermilion Township for 2024. Establishing a salary of \$2150.00 per month with insurance benefits. Salary is based on a 30-hour work with vacation as outlined in the Vermilion Township Employee Manual. To be effective starting Thursday, January 4th, 2024. Scott seconded the motion. Baughman, Kurtz & Scott voted to accept the motion. **20240103-15OM**

Baughman made a motion to establish the 2024 Zoning Fees at the same rate as 2023. Kurtz seconded the motion. Baughman, Kurtz & Scott voted to accept the motion. **20240103-16OM**

Baughman made a motion to establish the 2024 rate for paper copies at \$0.25 per copy. Scott seconded the motion. Baughman, Kurtz & Scott voted to accept the motion. **20240103-17OM**

Kurtz made a motion to authorize the Fiscal Officer to execute wire transfers to and from investment accounts as needed to conduct township business in 2024. Scott seconded the motion. Baughman, Kurtz & Scott voted to accept the motion. **20240103-18OM**

Baughman made a motion to continue with Huntington Bank as the township depository for funds for 2024. Kurtz seconded the motion. Baughman, Kurtz & Scott voted to accept the motion. **20240103-19OM**

Kurtz made a motion to authorize the Fiscal Officer to create Blanket Certificates up to a maximum of \$5000.00 each in 2024 & expiring at calendar year end. Scott seconded the motion. Baughman, Kurtz & Scott voted to accept the motion. **20240103-20OM**

Kurtz made a motion to adopt the new Vermilion Township Board of Trustees Meeting Rules for 2024 as presented. Baughman seconded the motion. Baughman, Kurtz & Scott voted to accept the motion. **20240103-21OM**

Kurtz made a motion to approve the 2024 Township Inventory. Baughman seconded the motion. Baughman, Kurtz & Scott voted to accept the motion. **20240103-22OM**

Kurtz made a motion to adjourn at 6:52pm. Baughman seconded the motion.