

RECORD OF PROCEEDINGS

Minutes of the Vermilion Township Board of Trustees' Organizational Meeting

Held Friday, January 2nd, 2026

The meeting was called to order by Vermilion Township Fiscal Officer and Chairwoman Pro Tempore Stephanie Johnson at 5:15pm.

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

Johnson asked for a nomination for Chairman of the 2026 Board of Trustees. Rowe nominated Baughman for Chair. Sexton seconded. Baughman, Rowe & Sexton voted to accept.

Johnson asked a nomination for Vice-Chairman of the 2026 Board of Trustees. Sexton nominated Rowe for Vice-Chair. Baughman seconded. Baughman, Rowe & Sexton voted to accept.

Johnson handed the meeting over to Chairman Baughman.

Rowe made a motion to go into Executive Session at 5:17pm 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. Sexton seconded the motion. Baughman, Rowe & Sexton voted to accept the motion. **20260102-01OM**

Baughman adjourned from Executive Session & returned to Regular Session at 8:40pm. The roll call resulted as follows: Baughman, Rowe & Sexton were present.

Baughman made a motion for the following consent agenda items:

- ~To appoint Rowe as Delegate to the Erie Regional Planning Commission for 2026.
- ~To appoint Sexton as Alternate Delegate to the Erie Regional Planning Commission for 2026.
- ~To appoint Sexton as Delegate to the Council of Governments for 2026.
- ~To appoint Rowe as Alternate Delegate to the Council of Governments for 2026.
- ~To appoint Rowe as Delegate to the Erie County GIS Advisory Board for 2026.
- ~To appoint Sexton as Alternate Delegate to the Erie County GIS Advisory Board for 2026.
- ~To appoint Baughman as Representative to the Erie County Health Department.

Rowe seconded the motion. Baughman, Rowe & Sexton voted to accept the motion. **20260102-0M**

Rowe made a motion to appoint Joe Baxter as the full-time Building and Zoning Inspector for Vermilion Township for 2026. Establishing a salary of \$4,750.00 per month with insurance benefits. Salary is based on a 40-hour work week with vacation and holidays as outlined in the Vermilion Township Employee Manual. To be effective January 1st, 2026. Sexton seconded the motion. Baughman & Rowe voted to accept the motion. Sexton voted against. **20260102-03OM**

Rowe made a motion to reappoint Frank Triana as the part-time Fire Chief for Vermilion Township for 2026. Establishing a salary of \$2,200.00 per month with a \$50.00 per month cell phone reimbursement. Salary is based on a 20-hour work week. To be effective January 1st, 2026. Sexton seconded the motion. Baughman, Rowe & Sexton voted to accept the motion. **20260102-04OM**

Sexton made a motion to appoint Kurt Johnson as Administrator for Vermilion Township for 2026. Establishing a salary of \$1,300.00 per month. Rowe seconded the motion. Baughman, Rowe & Sexton voted to accept the motion. **20260102-05OM**

Rowe made a motion to reappoint Steve Young as the full-time Road Department Foreman for Vermilion Township for 2026. Establishing a wage at a rate of \$32.00 per hour with insurance benefits. Wages are based on a 40-hour work week with vacation and holidays as outlined in the Vermilion Township Employee Manual. To be effective for the pay period starting Sunday, December 28th, 2025. Sexton seconded the motion. Baughman, Rowe & Sexton voted to accept the motion. **20260102-06OM**

Sexton made a motion to reappoint Ryan Kohl as the full-time Road Department Assistant for Vermilion Township for 2026. Establishing a wage at a rate of \$28.50 per hour with insurance benefits. Wages are based on a 40-hour work week with vacation and holidays as outlined in the Vermilion Township Employee Manual. To be effective for the pay period starting Sunday, December 28th, 2025. Rowe seconded the motion. Baughman, Rowe & Sexton voted to accept the motion. **20250102-07OM**

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 2026. Establishing a wage at a rate of \$19.00 per hour. To be effective for the pay period starting Sunday, December 28th, 2026. Position is based on an as-needed basis. Rowe seconded the motion. Baughman, Rowe & Sexton voted to accept the motion. **20260102-08OM**

Sexton made a motion to establish the 2026 Zoning Fees at the same rate as 2025. Rowe seconded the motion. Baughman, Rowe & Sexton voted to accept the motion. **20260102-09OM**

Rowe made a motion to establish the 2026 rate for paper copies at \$0.25 per copy. Sexton seconded the motion. Baughman, Rowe & Sexton voted to accept the motion. **20260102-10OM**

Rowe made a motion to authorize the Fiscal Officer to execute wire transfers to and from investment accounts as needed to conduct Township business in 2026. Sexton seconded the motion. Baughman, Rowe & Sexton voted to accept the motion. **20260102-11OM**

Sexton made a motion to authorize the Fiscal Officer to create Blanket Certificates up to a maximum of \$5000.00 each in 2026 & expiring at calendar year end. Rowe seconded the motion. Baughman, Rowe & Sexton voted to accept the motion. **20260102-12OM**

Rowe made a motion to continue with Huntington Bank as the township depository for funds for 2026. Sexton seconded the motion. Baughman, Rowe & Sexton voted to accept the motion. **20260102-13OM**

Sexton made a motion to adopt the Vermilion Township Board of Trustees Meeting Rules for 2026 (to remain the same as 2025). Rowe seconded the motion. Baughman, Rowe & Sexton voted to accept the motion. **20260102-14OM**

Rowe made a motion to approve the 2026 Township Inventory. Sexton seconded the motion. Baughman, Rowe & Sexton voted to accept the motion. **20260102-15OM**

Sexton made a motion to revise the Friday January 1st, 2027 employee pay date to Thursday, December 31st, 2026, due to banks closed for the holiday. Rowe seconded the motion. Baughman, Rowe & Sexton voted to accept the motion. **20260102-16OM**

Baughman stated the meeting schedule and announced the General Business meetings will remain and be held on the first and third Wednesday of each month at 6:30 PM with the exception of the first February meeting being moved to Tuesday February 3rd , 2026 to accommodate the Ohio Township Association (OTA) Winter Conference schedule.

Baughman by motion of consent adjourned the meeting at 8:50 PM.

Trustee Kenneth M. Baughman – Chairman

Trustee Don R. Rowe

Trustee Keith M. Sexton

Fiscal Officer Stephanie M. Johnson

Smj 1/2/2026