

RECORD OF PROCEEDINGS

Minutes of the Vermilion Township Board of Trustees' Organizational Meeting

Held Thursday January 2nd, 2025

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 a nomination for Chairman of the 2025 Board of Trustees'. Scott nominated Kurtz for Chair. Kurtz seconded. Kurtz & Scott voted to accept. Baughman abstained.

Johnson asked a nomination for Vice-Chairman of the 2025 Board of Trustees'. Kurtz nominated Scott for Vice-Chair. Scott seconded. Kurtz & Scott voted to accept. Baughman abstained.

Johnson handed the meeting over to Chairman Kurtz

Kurtz made a motion to go into Executive Session at 5:32pm 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, Kurtz & Scott voted to accept the motion. **20250102-01OM**

Kurtz adjourned from Executive Session & returned to Regular Session at 6:26pm. The roll call resulted as follows: Mr. Kenn Baughman, Mr. Robert Kurtz & Mr. Rodger Scott were present.

Kurtz made a motion for the following consent agenda items:

~To appoint Scott as Delegate to the Erie Regional Planning Commission for 2025.

~To appoint Kurtz as Alternate Delegate to the Erie Regional Planning Commission for 2025.

~To appoint Scott as Delegate to the Council of Governments for 2025.

~To appoint Baughman as Alternate Delegate to the Council of Governments for 2025.

~To appoint Kurtz as Delegate to the Erie County GIS Advisory Board for 2025.

~To appoint Baughman as Alternate Delegate to the Erie County GIS Advisory Board for 2025.

Baughman seconded the motion. Baughman, Kurtz & Scott voted to accept the motion. **20250102-02OM**

Kurtz made a motion to reappoint Keith Sexton as the full-time Zoning Inspector & Township Administrator for Vermilion Township for 2025. Establishing a salary of \$3600.00 per month with insurance benefits. Salary is based on a 30-hour work week with vacation and holidays as outlined in the Vermilion Township Employee Manual. To be effective January 12<sup>th</sup>, 2025. Baughman seconded the motion. Baughman, Kurtz & Scott voted to accept the motion. **20250102-03OM**

Kurtz made a motion to reappoint Frank Triana as the part-time Fire Chief for Vermilion Township for 2025. 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 January 12<sup>th</sup>, 2025. Baughman seconded the motion. Baughman, Kurtz & Scott voted to accept the motion. **20250102-04OM**

Kurtz made a motion to reappoint Steve Young as the full-time Road Department Foreman for Vermilion Township for 2025. Establishing a wage at a rate of \$30.00 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, January 12th, 2025. Baughman seconded the motion. Baughman, Kurtz & Scott voted to accept the motion. **20250102-05OM**

Kurtz made a motion to reappoint Ryan Kohl as the full-time Road Department Assistant for Vermilion Township for 2025. Establishing a wage at a rate of \$25.00 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, January 12th, 2025. This may be revisited after the probationary period. Scott seconded the motion. Baughman, Kurtz & Scott voted to accept the motion. **20250102-06OM**

Kurtz 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 2025. Establishing a wage at a rate of \$19.00 per hour. To be effective for the pay period starting Sunday, January 12th, 2025. Position is based on an as-needed basis. Scott seconded the motion. Kurtz & Scott voted to accept the motion. Baughman abstained. **20250102-07OM**

Kurtz made a motion to establish the 2025 Zoning Fees at the same rate as 2024. Baughman seconded the motion. Baughman stated the Zoning Fees need to be updated. Kurtz and Sexton agreed this should be worked on in 2025. Baughman, Kurtz & Scott voted to accept the motion. **20250102-08OM**

Kurtz made a motion to establish the 2025 rate for paper copies at \$0.25 per copy. Baughman seconded the motion. Baughman, Kurtz & Scott voted to accept the motion. **20250102-09OM**

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 2025. Baughman seconded the motion. Baughman, Kurtz & Scott voted to accept the motion. **20250102-10OM**

Kurtz made a motion to authorize the Fiscal Officer to create Blanket Certificates up to a maximum of \$5000.00 each in 2025 & expiring at calendar year end. Baughman seconded the motion. Baughman, Kurtz & Scott voted to accept the motion. **20250102-11OM**

Kurtz made a motion to continue with Huntington Bank as the township depository for funds for 2025. Scott seconded the motion. Baughman, Kurtz & Scott voted to accept the motion. **20250102-12OM**

Kurtz made a motion to adopt the Vermilion Township Board of Trustees Meeting Rules for 2025 (to remain the same as 2024). Scott seconded the motion. Kurtz & Scott voted to accept the motion. Baughman abstained. **20250102-13OM**

Kurtz made a motion to approve the 2025 Township Inventory. Scott seconded the motion. Baughman, Kurtz & Scott voted to accept the motion. **20250102-14OM**

Kurtz made a motion to revise the Friday July 4<sup>th</sup>, 2025 employee pay date to Thursday, July 3<sup>rd</sup>, 2025, due to banks closed for the holiday. Scott seconded the motion. Baughman, Kurtz & Scott voted to accept the motion. **20250102-15OM**

Baughman asked to state the meeting schedule. Kurtz announced the General Business meetings will remain the first Wednesday of the month at 6:30pm.

Kurtz made a motion to adjourn at 6:34pm. Scott seconded the motion. Baughman, Kurtz & Scott voted to accept the motion.