

## RECORD OF PROCEEDINGS

### Minutes of the Vermilion Township Board of Trustees' Regular Meeting

Held Wednesday June 5th, 2024

The meeting was called to order by Chairman Robert Kurtz at 6:30pm

The Pledge of Allegiance was given.

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

The first order of business was the T-137 Coen Road Project Bid Opening. The Township Received six sealed bids. Kurtz opened the bids and read as follows: Denes Concrete of Wellington, OH - \$414,318.00; R&I Construction of Tiffin, OH - \$343,505.80; Herk Excavating of Vermilion, OH - \$293,250.40; ADT Construction of Vermilion, OH - \$288,777.00; Great Lakes Demolition of Clyde, OH - \$290,653.20; Xtreme Excavating of Vermilion, OH - \$292,217.37. The bids will be forwarded to the Erie County Engineer's Office for review of bid requirements. The Engineer's office will then make a recommendation to the Board of Trustees.

Baughman made a motion to approve the minutes from the May 1st 2024 Trustees' Regular Meeting. Scott seconded the motion. Baughman, Kurtz & Scott voted to accept the motion. **20240605-01**

Kurtz made a motion to receive the treasury reports. Baughman seconded the motion. Baughman, Kurtz & Scott voted to accept the motion. **20240605-02**

One-hundred thirty-eight bills/warrants totaling \$268,603.89 were submitted for payment. Kurtz made a motion to approve the warrants. Baughman seconded the motion. Baughman, Kurtz & Scott voted to accept the motion. **20240501-03**

Patti Knittle Nuhn gave a presentation on her mother Janet Knittle who was a Vermilion Township Trustee for 20 years. Nuhn listed many of Knittle's accomplishments including being the only woman to ever be elected to the Vermilion Township Board of Trustees, she was instrumental in acquiring the property where the current office & fire house sits and starting the Township Fire Department. Nuhn, along with her siblings, asked if the Vermilion Township Building could be dedicated to Knittle and a sign be placed on the West side over the bay doors at the family's expense. Baughman, Kurtz & Scott all praised Knittle's achievements.

Vermilion Township Fire Chief Frank Triana reported 67 runs for May & reports have been submitted to the state. Runs include: EMS-54, Residential alarm-1, Vehicle fire-1, Vehicle crash-1, Open burn-1, Mutual Aid with the City of Vermilion for structure fire-2, Mutual Aid with Berlin Township for structure fire-1, Brush fire-2, Gas leak-1, Stove fire-1, Commercial fire alarm-2. Waiting on disposal location for Aqueous film forming foam (AFFF). May Pancake Breakfast was a success, thank you to all who participated and enjoyed breakfast at the firehouse. Waterway was on site May 17<sup>th</sup>, 2024 for Hose & Ladder Testing.

Vermilion Township Road Crew Foreman Steve Young reported the Spring clean-up day was a success. Four 40-yard dumpsters were filled, one 80-yard dumpster was filled with scrap metal and 418 tires

were taken in for recycling. The first round of roadside mowing was completed before Memorial Day weekend. Dura-patching will begin this month. Hart Asphalt completed the contracted asphalt repairs including the patches on Stanley Road East, Thompson Road, Sperry Road and the South Poorman Road cul-de-sac. Kurtz thanked Young, Road Crew Assistant Tom Lalonde, all the trustees, plus Administrator Sexton for working the cleanup day.

Vermilion Township Administrator & Zoning Inspector Keith Sexton reported issuing 16 zoning & variance permits in May. Property owners are being worked with to correct zoning violations. The Erie County Engineer's Office should have the South Cherry Road Project scope-of-work soon. Ohio Township Association Risk Management Authority (OTARMA) workplace safety recommendations are being arranged. Township Building maintenance issues are being addressed. Communications have begun with Sterling PCM regarding Vermilion Township website updates. The Township received an Unsolicited Letter of Intent regarding the ground lease at 7411 Barnes Road.

Vermilion Township Fiscal Officer Stephanie Johnson asked for approval of Supplemental Appropriations in order to issue refunds for the 2021 building and zoning overcharges from the proper line item. \$3,213.95 was moved from 1000-760-740 (machinery/equipment/furniture) to 1000-130-599 (other building/zoning expenses).

Kurtz stated the Erie County Auditor completed the audit of the permits that were issued from March of 2021 through March of 2022, and the Erie County Prosecutor's office reviewed it. This was for permits that were either overcharged or should have never been charged because they were exempt from the building code. Twenty-three refunds for twenty-five permits for a total of \$3213.95 can now be issued. Kurtz made a motion to approve Supplemental Appropriations as stated. Baughman seconded the motion. Baughman, Kurtz & Scott voted to accept the motion. **20240501-04**

Kurtz stated there is a cell tower on Township property on Barnes Road. The current lessee, American Tower Company, is paying \$786.50 per month that increases 10% every five years. The Township received an Unsolicited Offer to buy the rights from the Township for a lump sum, then they would own the lease. Baughman made a motion to decline the offer. Motions need to be stated positive, Baughman rephrased the motion to accept the Unsolicited Officer. Kurtz seconded the motion. Baughman, Kurtz & Scott voted to decline the motion. **20240501-05**

Kurtz made a motion for a resolution to name the firehouse after longtime former trustee Janet Knittle. Baughman seconded the motion. Baughman, Kurtz & Scott voted to accept the motion. **20240501-06**

Baughman introduced the following *RESOLUTION OF PROCLAMATION 2406-01 and moved it forward: Now therefore, be it Resolved*, by the Vermilion Township Board of Trustees to declare by an official proclamation making; June 17<sup>th</sup>, 2024 – Janet Knittle Day in Vermilion Township. Kurtz seconded the resolution. June 17<sup>th</sup> is Knittle's birthday. Baughman, Kurtz & Scott voted to accept the resolution. **2406-01**

Kurtz opened the floor to the audience.

Don Rowe of Kneisel Road stated the trustees, Johnson and Sexton are to be commended for the refunds of the permit overcharges. He would like to see the Coen Road Project go to a Township Business if possible. Rowe stated we can't do enough to thank Janet Knittle for her dedication to the Township, but suggests naming Janet, 2025 Township Person of the Year.

Malcolm Williams of Darrow Road is a member of all the veteran groups and asked for a list of veterans at Cuddeback Cemetery so flags could be placed at their gravesites. He would also like to work on a flag and flagpole for the cemetery, but noted the pole needs to have a light so the flag could stay raised all the time.

Kurtz announced the next meeting would be Wednesday July 3<sup>rd</sup>, 2024 at 6:30pm

Kurtz made a motion adjourn at 7:24pm. Baughman seconded the motion. Baughman, Kurtz & Scott voted to accept the motion.