

**VERMILION TOWNSHIP BOARD OF TRUSTEES*****Record of Proceedings  
Minutes to Regular Meeting Held 7/15/20***

Meeting was called to order at 8:00 a.m. by Chairman Charles T. Trinter.

Pledge of Allegiance.

Present: Charles T. Trinter, Trustee; Ronald L. Dickel, Trustee; Carl E. Hill, Trustee; Brenda J. Zsebik, Fiscal Officer; Robert Kurtz, Building Official/Zoning Administrator; Frank R. Triana, Vermilion Township Fire Chief; Tina L. Karres, Township Secretary.

MOTION BY R. Dickel, second by C. Hill to approve minutes to regular meeting held 7/1/20 and dispense with the reading of the minutes. Roll Call – R. Dickel, yes; C. Trinter, yes; C. Hill, yes; Motion Carried.

MOTION BY C. Hill, second by R. Dickel to accept the Treasurer's Report and Financial Packet dated 7/14/20. Roll Call – R. Dickel, yes; C. Trinter, yes; C. Hill, yes; Motion Carried.

MOTION BY R. Dickel, second by C. Trinter to approve and pay warrants 24632 through 24667 and payment vouchers 55-2020, 56-2020, 57-2020, 59-2020, 60-2020, 61-2020. Warrants and payment vouchers totaled \$30,693.84. Roll Call – R. Dickel, yes; C. Trinter, yes; C. Hill, yes; Motion Carried.

**ROAD DEPARTMENT:**

Steve Young, Road Foreman, reported on the following: Requested the Board contact the Erie County Engineer's Office to draw up plans for the Ashmont Road Culvert Project for future replacement. The hydraulic tank on the 1-ton dump truck is leaking. Quotes for repair or replacement with a steel tank will be obtained. The department is still working on sign post replacement and should be completed in approximately one week. Concrete was poured regarding the Holiday Drive project. Mirrors have been replaced on the 1-ton truck. Mr. Young asked the Board to consider whether they are going to have the Spring/Fall Clean-up. Mr. Young stated he would not feel comfortable participating in the clean-up days.

**AUDIENCE PARTICIPATION:**

No audience participation.

**SPEAKERS:**

None present.

**CORRESPONDENCE:**

No correspondence.

(Continuation of Minutes to Meeting Held 7/15/20)

**BUILDING OFFICIAL/ZONING ADMINISTRATOR:**

Building Official/Zoning Administrator, Robert Kurtz, reported the bid documents for the Maintenance Building – Office/Restroom Addition have been completed and the Notice to Bidders has been advertised in the Vermilion Photojournal for 2 weeks as well as on the website. Any contractors interested in submitting a bid may obtain bid documents from the office of Daniel Frederick Architects.

**VERMILION TOWNSHIP FIRE DEPARTMENT:**

Chief F. Triana's report: Fire Runs between 7/1/20 – 7/14/20. EMS – 31; Residential lock-out – 1; MVC (w/injury) – 3; Residential alarm – 1; YTD: 351 Runs.

The brow light has been mounted on 811. This is a huge benefit at night-time and scene lighting on this squad.

They will be taking 811 into Norwalk Truck today for the scheduled maintenance.

Finley fire will be onsite August 18<sup>th</sup> and August 19<sup>th</sup> for chassis and pump pm's for 842, 821, 822 and 831. The approximate cost for this service is usually between \$5,000.00 to \$6,000.00.

**NORTHERN OHIO RURAL WATER REPRESENTATIVE:**

None present.

**OLD BUSINESS:**

Mr. Kurtz updated the Board on the zip code boundary minor realignment. A notice was received from Mr. James Boldt, National Manager, Rural Delivery, United States Postal Service that stated after a thorough review of the case, their original offer to allow the Vermilion name with the Wakeman zip code is the most reasonable accommodation that can be given. In conclusion, any other change would not be operationally feasible. An email was received from resident, Mr. Riggs, stating he was willing to accept the USPS offer. Mr. Kurtz stated if the Board was agreeable to this offer, a motion to accept would be required.

MOTION BY C. Trinter, second by R. Dickel authorizing to accept the offer from the United States Postal Service to allow the Vermilion name with the Wakeman zip code as an alternative address solution for properties south of Sperry Road on State Route 60 up to the Vermilion Township line. Roll Call – R. Dickel, yes; C. Trinter, yes; C. Hill, yes; Motion Carried.

**RESOLUTION NO. 40-20**

Trustee Dickel recommended beginning work on the South Poorman Road (east side) Tile Project while the weather was dry. The road crew could determine the elevation and order needed materials. Tile size was discussed and concluded with a recommendation to use 15" tile for the project. Board agreed information will be brought to the next regular meeting for finalization.

Trustee Hill brought up for discussion whether the Board would like to use mulch or stone landscaping around the township office building. Trustee Hill proposed using river rock stone. He stated it would

(Continuation of Minutes to Meeting Held 7/15/20)

be a little more expensive, but it would be a more permanent solution. Trustee Hill had a quote of \$30.00 per yard delivered. Trustee Dickel agreed stone would be a good solution.

MOTION BY R. Dickel, second by C. Hill authorizing to purchase river rock (same as current stone) for landscaping around the Vermilion Township Office Building. Roll Call – R. Dickel, yes; C. Trinter, yes; C. Hill, yes; Motion Carried.

Trustee Hill reported on his meeting with Katie Rivet, Brownhelm Historical Association (BHA), regarding restoring and repairing approximately twenty to thirty headstones at Cuddeback Cemetery located on the corner of Risdan Road and Lake Road. Ms. Rivet said the headstones belong to the families and they normally do not receive complaints about repairing the headstones. The Brownhelm Cemetery is city owned and they allow the BHA to repair the headstones. Brownhelm township trustees agreed to donate gravel, which is used in the base of the stones for repair. Originally, the BHA had to pay someone to show them the proper procedures to fix the headstones, but now they host and advertise workshops so people can attend from different areas and learn how to repair the stones themselves. Each person in attendance picks a stone to repair. Therefore, if Vermilion Township agrees to host a workshop (for a small fee) at Cuddeback Cemetery and 10 people attend the workshop, 10 headstones could actually get repaired under BHA supervision. It was noted they never use cement for the repair process, they use mortar. Under Ohio Revised Code §517.11 Care of Cemetery, the board of township trustees shall provide for the protection and preservation of cemeteries under its jurisdiction. A cemetery endowment fund may be created to help maintain and improve the cemetery. Trustee Hill recommended contacting Katie Rivet, Brownhelm Historical Society so Vermilion Township could host a workshop at Cuddeback Cemetery to help aid in the repair and restoration of headstones. Trustee Trinter asked if there were any records for the cemetery. Fiscal Officer Zsebik stated she hadn't come across any but would investigate the matter. She also advised the Board if they agree to move forward with the workshop, all information should be forwarded to the Erie County Prosecutor for their review and opinion regarding liability, risk management and such. The possibility of signed waivers was discussed. Trustee Trinter asked when the township became responsible for caring for the cemetery. Trustee Dickel stated it was prior to him taking office and knew the city had taken care of the cemetery at one time. The Board agreed to contact Katie Rivet, BHA to schedule a workshop and forward all necessary information to the prosecutor for review.

#### NEW BUSINESS:

Mr. Kurtz stated he has been having troubles with contractors this year and would like to recommend to the Board the possibility of requiring contractor registration in the township. Most cities require registration and it gives the building department a little more ability to control who is allowed to work in the township and would further protect residents from contractors that shouldn't be doing what they are doing. Upon registering, the contractor must show they are competent in their field of work, the proper insurances, and workers compensation. Mr. Kurtz explained there is a current project that does not meet code, no permits were applied for, and the project will need to be removed. More information will be brought to the Board for further consideration of contractor registration at a future date.

Letter dated July 9, 2020 from Laraine Bailey, BZA/ZC Secretary notifying the Board that the term of Mr. John Burich as a member of the Vermilion Township Zoning Commission will expire on July 31, 2020. They are recommending that his (5) year term be renewed and set to expire on July 31, 2025.

(Continuation of Minutes to Meeting Held 7/15/20)

MOTION BY C. Trinter, second by C. Hill authorizing the appointment of Mr. John Burich as member of the Vermilion Township Zoning Commission for a five (5) year term to commence on August 1, 2020 and expire on July 31, 2025. Roll Call – R. Dickel, yes; C. Trinter, yes; C. Hill, yes; Motion Carried.

**RESOLUTION NO. 36-20**

MOTION BY R. Dickel, second by C. Hill authorizing payment of \$150.00 for the Vermilion Township Fire Department's Volunteer Fire Fighters' Dependents Fund (Assessment Number ARINV-046500) pursuant to section 146.09 of the Ohio Revised Code to be taken from the Fire District Fund. Roll Call – R. Dickel, yes; C. Trinter, yes; C. Hill, yes; Motion Carried.

**RESOLUTION NO. 37-20**

MOTION BY R. Dickel, second C. Trinter authorizing the agreement from the Erie County Engineer's Office to contract to bid out road maintenance and repairs for 2020 and to pay Erie Blacktop Inc. \$16,472.54 for chip seal and to forward the Certificate of Availability of Funds to the Fiscal Officer for certification. The Board agreed the Road Department will oversee the project. Roll Call – R. Dickel, yes; C. Trinter, yes; C. Hill, yes; Motion Carried.

**RESOLUTION NO. 38-20**

MOTION BY R. Dickel, second by C. Trinter authorizing the Erie County Engineer's Office to complete preliminary drawings and estimates for the Ashmont Road Culvert (V-312) Project. Roll Call – R. Dickel, yes; C. Trinter, yes; C. Hill, yes; Motion Carried.

**RESOLUTION NO. 39-20**

MOTION BY: C. Trinter, second by R. Dickel to adjourn the regular meeting at 8:49 a.m. with no further business to discuss. Roll Call – R. Dickel, yes; C. Trinter, yes; C. Hill, yes; Motion Carried.

Charles T. Trinter  
Trustee

Donald L. Dickel  
Trustee

Carl Hill  
Trustee

Vina J. Karres  
Township Secretary