

VERMILION TOWNSHIP BOARD OF TRUSTEES***Record of Proceedings
Minutes to Regular Meeting Held 5/20/20***

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; Tina L. Karres, Township Secretary.

Absent: Frank R. Triana, Vermilion Township Fire Chief.

MOTION BY R. Dickel, second by C. Hill to approve minutes to regular meeting held 5/6/20 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 5/19/20. 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 24473 through 24524 (34-2020, 35-2020 Adjustments). Warrants totaled \$145,703.19. Roll Call – R. Dickel, yes; C. Trinter, yes; C. Hill, yes; Motion Carried.

ROAD DEPARTMENT:

Steve Young, Road Foreman, reported on the following: Tile collapsed on Hickory and State Route 60; trimming trees, cutting berm, and road mowing has been completed; basins on Hickory have been completed; concerned citizen reported on Ashmont bridge; Haber Road construction has been postponed during the pandemic; fuel tank on dump truck leaking and needs replacement; and they started running the ditcher. Discussion ensued running the ditcher on the south side of the railroad tracks on Barnes Road. Mr. Young reported the new dump truck may be arriving prior to the winter season.

AUDIENCE PARTICIPATION:

Mr. Riggs was attendance to follow-up, within the 45-day time period, on the response from the United States Postal Service (USPS) involving boundary realignment. Mr. Riggs submitted a letter of appeal for the Board to consider.

MOTION BY C. Trinter, second by R. Dickel authorizing to file an appeal with USPS on behalf of Mr. and Mrs. Riggs, township resident, concerning the requested address changes. Roll Call – R. Dickel, yes; C. Trinter, yes; C. Hill, yes; Motion Carried.

SPEAKERS:

None present.

(Continuation of Minutes to Meeting Held 5/20/20)

CORRESPONDENCE:

No correspondence.

BUILDING OFFICIAL/ZONING ADMINISTRATOR:

Building Official/Zoning Administrator, Robert Kurtz, reported he will be attending a meeting Friday morning with Assistant Prosecutor Sue Brown and Tim King, ERPC Senior Planner, to discuss and update the Vermilion Township Zoning Codes/Resolutions. All updates will be presented to the Vermilion Township Zoning Commission for discussion and approval pending scheduling of meetings due to Covid-19 pandemic.

VERMILION TOWNSHIP FIRE DEPARTMENT:

Assistant Chief Kurtz read Chief F. Triana's report in his absence: Fire Runs between 5/1/20 – 5/19/20. EMS – 23; Vehicle Crash - 1; Residential Fire Alarm – 3; Water Rescue – 1; Vehicle Fire – 1; YTD: 233 Runs.

Landscaping around the station. The Chief will have fire personnel take care of the beds around the building if the road crew could pick up mulch and put it in the northwest corner of the front parking lot.

Rope bags from Rock-N-Rescue. Crews have marked all bags, ropes and equipment and all items have been logged into the "rope log."

NORTHERN OHIO RURAL WATER REPRESENTATIVE:

None present.

OLD BUSINESS:

Mr. Kurtz reported Mr. Daniel Frederick, Architect, will assist the township with the bid package for the Road Department office addition. Mr. Frederick estimates it will take an approximate 8 hours at \$125.00 per hour for a total fee of \$1,000.00.

Mr. Kurtz presented a proposal from iWorQ Systems to add an additional upgrade called Portal Home at a cost of \$1,205.00. The annual fee for services will now be \$3,450.00. If online payments are set up, there could be additional costs. This will be tabled until next meeting for resolution preparation.

MOTION BY, R. Dickel, second by C. Hill authorizing to hire Mr. Daniel Frederick, Architect, to complete a bid package for the Maintenance Building office addition at a cost of \$1,000.00 and place project out for bids. Roll Call – R. Dickel, yes; C. Trinter, yes; C. Hill, yes; Motion Carried.

RESOLUTION NO. 21-20

(Continuation of Minutes to Meeting Held 5/20/20)

MOTION BY R. Dickel, second by C. Trinter authorizing the VTFD Chief to purchase two (2) Fujitsu-Lifebook computers and the associated equipment for the ambulances 811 and 813 from Brite located in Victor, New York at a cost of \$4,739.44. Roll Call – R. Dickel, yes; C. Trinter, yes; C. Hill, yes; Motion Carried.

RESOLUTION NO. 22-20

Trustee Hill brought employee payroll direct deposit up for discussion. Fiscal Officer Zsebik stated a review analysis is being completed by the bank. This will also go along with considering iWorQ Systems online payments. Fiscal Officer Zsebik stated she will need to work together with Mr. Kurtz to see what the dollar figure will be regarding online payments and see if it will be beneficial to accept online payments. This will be tabled until the next meeting for further review.

NEW BUSINESS:

Mr. Kurtz addressed the issue of the tile collapsing on Holiday Drive. After conversation with ODOT, they informed Mr. Kurtz it was not their responsibility to repair. They contacted the county who advised them that Vermilion Township had the maintenance responsibility for Holiday Drive. The problem was initially reported by the Erie County Sheriff Department. Trustee Dickel stated the state did remove a piece of galvanized pipe approximately a year or two ago due to rot and never replaced it with anything. He added that he understood both views of the issue since it is a township road. After inspection, Trustee Dickel recommended placing some plates on it for safety until a repair decision is made by the responsible party. It was noted that ODOT had placed barrels around the problem temporarily.

Mr. Kurtz asked the Board if they had any projects in mind for the Community Development Block Grant Projects (CDBG). The submittals must be in their office no later than Friday, May 22, 2020. The Board had no projects for this year.

Fiscal Officer Zsebik brought up for discussion the township needing a policy in place concerning reopening the township offices to the public during COVID-19. A sample policy was dispersed for the Boards review. It was mentioned the previous quarantine order was lifted for anyone traveling out of state. Considerations for township public meetings during COVID-19 were discussed.

Trustee Trinter received a call from a Berlin Township Trustee looking for some information concerning sponsoring the presently scheduled Township Association meeting in June and asked for an opinion on whether they should postpone the meeting. They were concerned about opening to host the meeting at this time.

Fiscal Officer Zsebik brought up Spring Clean-up for discussion. The Board decided to keep the Spring Clean-up on hold for further information and review.

Mr. Kurtz reported that Vermilion Township is ranking the lowest in Erie County for completing the 2020 Census. Just a reminder to residents, please support Vermilion Township and complete the 2020 Census. You can choose to respond online, by phone, or by mail.

(Continuation of Minutes to Meeting Held 5/20/20)

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

Ronald T. Dickel
Trustee

Carl Hill
Trustee

Vina A. Karrel
Township Secretary