

Vermilion Township Board of Trustees

Regular Business Meeting Agenda: June 4th 2025, 6:30 P.M.

This is a public meeting of the Vermilion Township Board of Trustees for the purpose of conducting the Vermilion Township's business and is not to be considered an open public forum. There is a specific time allowed for limited public participation during the meeting as indicated on the agenda. The **General Business Meeting** is conducted on the first Wednesday of each month and the **Supplemental Business Meeting** is held on the third Wednesday of each month; as needed. Both meetings are regular business meeting held at the Vermilion Township Hall, 1907 State St., beginning at 6:30 P.M.

All Vermilion Township Trustee Organizational Rules & Adopted Meeting Rules apply.

I. Pledge of Allegiance & Call to Order:

The Chair will lead the pledge, Call the Meeting to Order, then declare the **Meeting Title, date, and time the meeting was called to order.**

II. Trustee Quorum Call by the Chair: Mr. Baughman, Mr. Rowe, Mr. Johnson

The Fiscal Officer will conduct a Roll Call, and the Chair will declare if a quorum is present for the purpose of doing business. The Chair may declare the meeting in recess if a quorum is not present and act to compel the attendance of a quorum by an absent trustee member.

III. Adoption of the Agenda

(Consent Decree)

The Board of Trustees approves all items on this Agenda (**IV. thru VIII.**) by means of a Consent Decree to be placed on this agenda unless a member of the Board of Trustees or the Fiscal Officer requests an item be added or removed from this Agenda and voted separately for addition or removal by majority before the Chair accepts the agenda as approved and published.

(If there is no objection the Agenda stands approved.)

IV. Review and Approval of the Standing and Added Agenda Items:

1. Approval of Previous Meeting Minutes as written. (Voice Vote: Chair)

(Roll Call required if minutes are amended prior to approval.)

2. Presentation of the Warrants and Treasury Report. (Roll Call: Chair)

3. Fire Department Report: (Chief Triana) (General Consent)

4. Road Department Report: (Mr. Young) (General Consent)

5. Township Administrator Report (Mr. Baxter) (General Consent)

6. Zoning Department Report: (Mr. Baxter) (General Consent)

7. Fiscal Officer's Report: (Mrs. Johnson) (General Consent)

8. Resolutions Submitted for Formal Approval: (Roll Call: Chair)

- a. A RESOLUTION DECLARING A HEALTH AND SAFETY EMERGENCY UPON NORTH CHERRY ROAD UNDER THE PROVISIONS OF ORC 505.82 FOR A PERIOD OF SIX (6) MONTHS EFFECTIVE BEGINNING JUNE 4TH 2025 AND DECLARING AN EMERGENCY.

9. Executive Session(s): (After New Business Item VIII, and to be held concurrently)
(Separate Roll Call Votes by Fiscal Officer)

- a. Motion to go into Executive Session ORC 121.22 (G) (3) To confer with attorney on matters of pending litigation.

- b. Motion to go into Executive Session ORC 121.22 (G) (1) To discuss personnel. To consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official, or the investigation of charges or complaints against a public employee.
 - c. Quorum Roll Call to return to the meeting after a recess is required.
 - 10. **Correspondence Submitted to the Board of Trustees:** **Item V**
 - 11. **Open to the Audience / Public Commentary & Inquiry:** **Item VI**
 - 12. **Old Business and New Business Items VII & VIII** (Voice or Roll Call Vote as required)
 - a. Building Maintenance & Station #1 Bay Door Replacement or repair. Review of estimates, motion or Resolution as needed. (Rowe & Johnson)
 - b. Motion to approve the preliminary plans of Knite development for the formally named "Chardonnay Circle West Development", provided all items previously discussed on 23 May 2025 between the board of trustees and the developer are met to the satisfaction of the board of trustees and with the concurrent acceptance of the current Home Owners Association for Wine and Chardonnay streets before final approval is given. (Baughman, Rowe, Johnson)
 - c. **NEW BUSINESS:** Discussion of a Resolution of Necessity and the steps required to move forward with a Fire Levy upon the November 2025 ballot.
 - d. **NEW BUSINESS:** Motion to authorize the board of trustees to act individually with the statutory authority of the board of trustees collectively to remedy issues of public safety upon township roads and right-of-way areas in the absence of action by the Erie County Engineer. (**See ORC 505.82**) (Baughman)
 - e. **NEW BUSINESS:** Discussion of Records Retention Schedule and submission of RC-2. (Johnson, S. and Baughman)
- V. **Correspondence Submitted to the Board of Trustees:** The Chair shall read or make oral notes onto the audio record of all correspondence properly received in print or correspondence copied from properly received email that relates to the duties of the Board of Trustees and submit it (*or them*) to the Records Custodian for inclusion with, but separate from, the meeting minutes.
- a. None Submitted.
- VI. **Open to the Audience / Public Commentary & Inquiry:** All Public Speakers are required to sign in. All public speakers are allotted a maximum of five (**5**) minutes of time to speak on agenda items or other business directly related to duties and responsibilities of the Board. All public speakers will direct all comments to the Chair exclusively. All printed material must be handed to the Chair who will decide on the need for circulation. Any person disrupting the proceeding of the meeting may be removed after one warning by the Chair: or at the discretion of a majority of the board's trustees by motion. Up to sixty (60) minutes may be allocated for the purpose of a limited public forum.
- VII. **Old Business:** The Chairman will provide time for each trustee to discuss old business or to make any MOTIONS or RESOLUTIONS for immediate consideration by the board.

- VIII. **New Business:** Chair will provide floor time for each trustee to discuss general topics of new business not previously discussed for: immediate consideration by the board; referral by the Chair to the next meeting for additional research and discussion; or for Emergency Action as needed by the board.
- IX. **Incidental Business:** The Chair will ask if there is other business to come before the Board of Trustees. This includes, but is not limited to, special presentations not requiring action by the board and announcements related or relevant to the township or its residents.
- a. Announcement of next meeting at 6:30 PM, 18 June 2025.
- X. **Adjournment:** The Chair will ask if there is any other business to come before the board. If no trustee objects, the Chair shall adjourn the meeting by Motion of Consent and state for the record, **“If there is no objection the Chair declares this meeting stands adjourned at (states time)”**