

**VERMILION TOWNSHIP BOARD OF TRUSTEES*****Record of Proceedings  
Minutes to Regular Meeting Held 3/17/21***

Meeting was called to order at 8:00 a.m. by Chairman Ronald L. Dickel.

Pledge of Allegiance.

Present: Ronald L. Dickel, Trustee; Carl E. Hill, Trustee; Charles T. Trinter, Trustee; Robert Baker, Building Official/Zoning Inspector; Tina L. Karres, Township Secretary.

Absent: Brenda J. Zsebik, Fiscal Officer; Frank R. Triana, Vermilion Township Fire Chief.

MOTION BY C. Trinter, second by C. Hill to approve minutes to regular meeting held 3/3/21 and "special" meeting held 3/12/21 and dispense with the reading of the minutes. Roll Call – C. Hill, yes; R. Dickel, yes; C. Trinter, yes; Motion Carried.

MOTION BY C. Hill, second by C. Trinter to accept the Treasurer's Report and Financial Packet dated 3/16/21. Roll Call – C. Hill, yes; R. Dickel, yes; C. Trinter, yes; Motion Carried.

MOTION BY C. Trinter, second by R. Dickel to approve and pay warrants 25124 through 25157 and payment vouchers 103-2021, 104-2021, 105-2021, 106-2021, 107-2021, 108-2021, 109-2021, 110-2021, 111-2021, 112-2021, 113-2021, 114-2021, 115-2021, 116-2021, 117-2021, 118-2021, 119-2021, 120-2021, 121-2021, 122-2021. Warrants and payment vouchers totaled \$40,012.58. Roll Call – C. Hill, yes; R. Dickel, yes; C. Trinter, yes; Motion Carried.

**ROAD DEPARTMENT:**

Tom Lalonde, Road Crew, reported on the following: Salt order for 2020-2021 has been fulfilled, leaving township with a little under 330 tons; snow removal equipment cleaned; lawn mowers serviced; spring clean-up at the cemetery; and office furniture has been received (3 chairs, 1 desk). Also, a couch was picked up for break time.

**AUDIENCE PARTICIPATION:**

No audience participation.

**SPEAKERS:**

Sheriff Paul A. Sigsworth, Erie County Sheriff Department was in attendance making his annual visit and asked if the Board had any questions or concerns. Board thanked the Sheriff for a job well done. Budget is in place including the approval for the addition of one more road deputy. Fleet is in good shape; still fighting mental health issues in the jail, narcotics, and starting to get violent criminals in. Sheriff discussed being able to house more criminals in the jail now, rather than putting them in quarantine for possible Covid-19, due to the rapid 15-minute testing available.

(Continuation of Minutes to Meeting Held 3/17/21)

**CORRESPONDENCE:**

No correspondence.

**BUILDING OFFICIAL/ZONING INSPECTOR:**

The new Building Official/Zoning Inspector, Robert Baker, introduced himself and stated it was a pleasure to meet everyone. Mr. Baker stated the computer system iWorQ needs the assistance of being set up because the software system has not been set up correctly and information should not have to be re-entered into two separate locations to process a permit regarding the on-line portal. The system will need software updates due to the setup problems. The system should be able to be accessed, through the on-line portal, to create a zoning permit (with assigned number) and building permit (with assigned number) for the same project if applicable, a separate zoning permit, or a separate building permit with one data entry rather than copying information to create a separate permit.

**VERMILION TOWNSHIP FIRE DEPARTMENT:**

Township Secretary T. Karres read Chief F. Triana's report in his absence: Fire Runs between 3/1/21 – 3/16/21. EMS – 25; Tree in roadway – 1; MVC – 2; Grass/brush fire – 2; Residential alarm – 1; YTD: 162 Runs. No updates.

**NORTHERN OHIO RURAL WATER REPRESENTATIVE:**

None present.

**OLD BUSINESS:**

MOTION BY R. Dickel, second by C. Hill amending the effective date in Resolution 17-21 the appointment of Mr. Robert Baker as Vermilion Township Building Official/Zoning Inspector and establishing a salary of \$65,000.00 plus insurance benefits. Position and salary to be effective March 12, 2021. Roll Call – C. Hill, yes; R. Dickel, yes; C. Trinter, yes; Motion Carried.

**RESOLUTION NO. 18-21**

Trustee Hill acquired estimates for concrete in front of the office maintenance building and distributed to the Board for review. The Board agreed to table for further review.

Trustee Dickel acquired estimate for the Ashmont Road culvert from the county at an approximate cost of \$160,000.00. An inspector is needed; whereas the county has an inspector the township can use. The total cost of construction is \$125,000; the box is \$28,000 and inspection depends on whether a full or part-time inspection is needed. The county recommended a part-time inspection could be used on major concrete pours, box culvert, installation, and paving. Also, 15 feet of right of way property may need to be purchased to the north due to the center of the road being to the north. Trustee Dickel asked if the Board would like to move forward with the project. He said the project has been previously discussed, funds are appropriated this year, and recommended the Board move forward with the project. The county will bid the project out and has two other projects to complete so if they bid all three projects together, they will get a better price.

(Continuation of Minutes to Meeting Held 3/17/21)

MOTION BY R. Dickel, second by C. Trinter authorizing to move forward with the Ashmont Road Culvert Project and to work with the Erie County Engineer's Office. Roll Call – C. Hill, yes; R. Dickel, yes; C. Trinter, yes; Motion Carried.

**NEW BUSINESS:**

MOTION BY R. Dickel, second by C. Hill to enter into a service agreement with iWorQ Systems for Zoning and Building Software Maintenance at a cost of \$3,450.00 per year. These services include the Community Development Package at an annual cost of \$1,450.00, the Online Application and Registration Forms at an annual cost of \$795.00, and the Portal Home at an annual cost of \$1,205.00 for a total annual cost of \$3,450.00. The contract period is from April 2021 – March 2022. Roll Call – C. Hill, yes; R. Dickel, yes; C. Trinter, yes; Motion Carried.

**RESOLUTION NO. 19-21**

MOTION BY R. Dickel, second by C. Hill establishing permanent appropriations for 2021, which will be in effect April 1, 2021, to provide for current expenses and other expenditures during the fiscal year ending December 31, 2021. Roll Call – C. Hill, yes; R. Dickel, yes; C. Trinter, yes; Motion Carried.

**RESOLUTION NO. 20-21**

MOTION BY C. Hill, second by C. Trinter declaring the second weekend in May (Friday, May 7 and Saturday, May 8) as the Annual 2021 Spring Clean-Up and the second Saturday in September (Saturday, September 11) as the Annual 2021 Fall Clean-Up. Roll Call – C. Hill, yes; R. Dickel, yes; C. Trinter, yes; Motion Carried.

**RESOLUTION NO. 21-21**

MOTION BY R. Dickel, second by C. Hill authorizing to purchase a cell phone for the Building Official/Zoning Inspector. Roll Call – C. Hill, yes; R. Dickel, yes; C. Trinter, yes; Motion Carried.

Trustee Dickel stated estimates were received for the South Poorman Road leveling. The first was from Erie Blacktop at a cost of \$37,754.50 and the second quote was from Precision Paving at a cost of \$68,455.00.

MOTION BY R. Dickel, second by C. Hill authorizing to hire Erie Blacktop to level out South Poorman Road at a cost of \$37,754.50. Roll Call – C. Hill, yes; R. Dickel, yes; C. Trinter, yes; Motion Carried.

**RESOLUTION NO. 22-21**

Trustee Hill discussed transportation for the Building Official/Zoning Inspector position. He acquired quotes for used and new vehicles from Pat O'Brien Chevrolet in Vermilion and Valley Ford in Huron. All information was presented for further discussion. Trustee Hill also discussed possibly buying a new vehicle for the Road Department and giving the older truck to the Building Official/Zoning Inspector. Trustee Dickel stated that since the information was just given to the Board, they would need more time to review all the quotes and options. The Board agreed to table for further review.

Trustee Trinter attended the Erie County Health Department Annual Advisory Committee meeting last Monday and gave a brief report. The Health Commissioner, Peter Schade, said a lot of their work throughout the year was focused on the Coronavirus Pandemic, but they are keeping up with their other services including mental health. They have over 130 employees plus openings for approximately 15 additional positions. They are continuing to receive grants and are doing well financially. They are ramping up vaccinations and expect to have a major vaccination push with the

(Continuation of Minutes to Meeting Held 3/17/21)

new supply of the Johnson & Johnson vaccine. They will be using the Cedar Point Sports Center for a major vaccination push in the near future and expect things to get better by early summer.

The number of clean-up bins to order were discussed. The Board decided to start with six bins.

MOTION BY: R. Dickel, second by C. Trinter to adjourn the regular meeting at 8:41 a.m. with no further business to discuss. Roll Call – C. Hill, yes; R. Dickel, yes; C. Trinter, yes; Motion Carried.

*Ronald L. Dickel*

Trustee

*Carl Hill*

Trustee

*Charles T. Trinter*

Trustee

*Vina G. Karses*

Township Secretary