

Vermilion Township PLOT Committee

Regular Meeting Agenda: December 11th 2025, 6:00 P.M.

This is a public meeting of the Ad Hoc Committee for Public Legislative & Organizational Training, a sub-committee 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 no open public participation portion, as this is a policy review and recommendation body for work session and training purposes only.

Vermilion Township Trustee Organizational Rules & Adopted Committee 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. Committee Quorum Call by the Chair: Mr. Baughman, Mr. Bilancini, Mr. Joslyn, Ms. Johnson, Mr. Baxter,

The Secretary will conduct a Roll Call of the voting members, and the Chair will declare if a quorum is present and recognize for the record any other participants present.

III. Adoption of the Agenda (Consent Decree)

The Committee approves all items on this Agenda by a Consent Decree before the Chair accepts the agenda. *(If there is no objection Agenda stands approved. Voice Vote needed if Amended)*

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

1. Legislative Requirements Report: (BAUGHMAN) (General Consent)
2. Board of Zoning Appeals Report: (BILANCINI) (General Consent)
3. Zoning Commission Report (JOSLYN) (General Consent)
4. Fiscal Officer's Requirements & Report: (Mrs. JOHNSON) (General Consent)
5. Administrative Staff Training Report: (BAXTER) (General Consent)
6. **Correspondence Submitted to the PLOT Committee:** (General Consent)

- a. Correspondence & Email concerning training issues. (NONE)
- b. Correspondence from Ohio Township Association, Regional Planning, Erie County Prosecutor's Office, Ohio Attorney General's Office. (NONE)
- c. Internal Concerns from Committee Members, (White Papers/Proposals).

7. Old Business and New Business Items (Voice Vote as needed)

- a. **NEW BUSINESS:** Policy Suggestion on BZA & ZC Quorum Conditions.
- b. **NEW BUSINESS:** Policy Suggestion on Alternate BZA & ZC Secretary Policy
- c. **NEW BUSINESS:** Requirements for Fraud Training. (JOHNSON, S.)

8. Formal Recommendations to Trustees, BZA or ZC Boards as needed.

- a. Email letter sent by the BNC Secretary to all Appointed and Administrative Employees indicating what Fiscal Officer mandated training requirements need to be met to continue as an Appointed or Administrative employee for the respective Board/Commission Chairs. No board or commission member may participate in 2026 without the mandated training.

- V. **Reccomendations Submitted for Formal Approval:** **(Roll Call: Chair)**
The Chair will present training and policy recommendations to come before the PLOT Committee for a motion and vote. This is limited to recommendations related or relevant to the proper governance of township business as the committee is without standing to establish township, Board, BZA or ZC policy. Recommendations will then be submitted to the appropriate board or administrative official.
- a. *A policy recommendation from the committee to amend the Zoning Code to include a clause requiring a minimum of three affirmative votes in both the BZA and the Zoning Commission for a motion to affirmatively pass.*
 - b. *Motion to set PLOT committee meeting schedule for 2026, to occur quarterly on the second Thursday of the 3rd, 6th, 9th and 12th months of each year.*
- VI. **Incidental Business:** *This includes, but is not limited to, special presentations not requiring action by the committee and announcements related to or relevant to the township boards.*
- a. *Video & Audio Training Recommendations for meeting on: **Following Zoning Protocol to Reduce Legal Action (An OTA PowerPoint)***
 - b. *Announcement of next meeting PLOT Committee Meeting on 12 March 2026, 6PM.*
- VII. **Adjournment:** *The Chair will ask if there is any other business to come before the board. If no committee member 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 committee meeting stands adjourned at (states time)”***