

**PERKINS TOWNSHIP TRUSTEES**

**REGULAR SESSION**

**December 12, 2017**

The Perkins Township Trustees met on Tuesday, December 12, 2017 in the Township Services Facility located at 2610 Columbus Avenue. Trustees present were Jeffrey Ferrell, Timothy Coleman and James Lang. Chairman Ferrell opened the meeting with the Pledge of Allegiance at 6:00 p.m.

**AGENDA**

Mr. Ferrell moved to adopt the agenda as presented. Mr. Coleman seconded the motion. All were in favor.

**FINANCIAL REPORT**

Mr. Ferrell moved to approve the financial reports for the month ending November 30<sup>th</sup> and the period ending December 12<sup>th</sup>, 2017. Mr. Coleman seconded the motion. All were in favor.

**PRESENTATIONS**

Mr. Boyle and the Department Heads presented employee Service Awards to the following employees:

20 years -	Timothy Alexander	Diane Schaefer
	Brian Hackenburg	Jacquelynn Stocker
15 years -	Brian Kuns	
10 years -	Rick Crawford	Paul Ricci
	Benjamin Gotschall	Bradley Zieber
5 years -	Daniel Sharpe	

Those in attendance were Timothy Alexander, Jacquelynn Stocker, Rick Crawford, and Diane Schaefer.

Mr. Ferrell thanked all the employees, especially those who have left and come back to the township. It shows their dedication to the Township. Mr. Coleman echoed this.

**NEW BUSINESS**

**Resolution 2017-209**

**Promote Officer Elizabeth Thayer**

Mr. Ferrell moved to promote Officer Elizabeth Thayer to Class C1 officer, effective November 28, 2017 at the rate of \$23.24 per hour. Mr. Coleman seconded the motion. Chief Parthemore says that Officer Thayer does an outstanding job, both on duty and off duty. Roll call: Mr. Lang, aye; Mr. Coleman, aye; Mr. Ferrell, aye. Resolution adopted.

**Resolution 2017-210**

**Supplemental Appropriations – K-9 Fund**

Mr. Ferrell moved to approve the following Supplemental Appropriations:

2907-210-420-0000 Supplies	\$1,000.00
2907-210-740-000 Machinery, Equipment & Furniture	\$1,000.00

Mr. Coleman seconded the motion. The source of the revenues is the unappropriated funds in the K-9 Fund. Mr. Coleman seconded the motion. Chief Parthemore said the one was for the new K9 and he wanted to make certain he had the funds to finish the year. Roll call: Mr. Lang, aye; Mc. Coleman, aye; Mr. Ferrell, aye. Resolution adopted.

**Resolution 2017-211**

**Clarification of Hours Works in Schedule A Contracts**

Mr. Ferrell moved to approve revisions to the Schedules A for non-union Administration staff to clarify the intent of hours worked to include the following:

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**Section 5 Compensatory Time**

**Hours worked shall be defined to include Personal Days, Sick Leave, Holidays, Vacation, and Comp Time.**

**All Compensatory Time, both earned and used, must be pre-approved by the employee's immediate supervisor.**

Mr. Coleman seconded the motion. Mr. Boyle said he and Ms. Schaefer had discussed the wording in the present Schedule As and felt this clarification was needed. In addition, Mr. Boyle added the section that all Compensatory time must be pre-approved. This clarification shall apply to the following Schedule A's: Lynn Hargrave, Kathy Niehm, Ashley Ohlemacher, Megan Sherlund, Vikki Fritz, and Jacquelynn Stocker. Roll call: Mr. Lang, aye; Mr. Coleman, aye; Mr. Ferrell, aye. Resolution adopted.

**Resolution 2017-212**

**No Parking Zone on Briar Drive**

Mr. Ferrell moved to establish a "No Parking Zone" on the south side of Briar Drive between Matthes Avenue and South Avenue between 07:00 hours and 16:00 hours on school days only. Mr. Coleman seconded the motion. Chief Parthemore said this was a continuing issue, but especially for Briar School. Roll call: Mr. Lang, aye; Mr. Coleman, aye; Mr. Ferrell, aye. Resolution adopted.

**Resolution 2017-213**

**Apply for Erie County Community Foundation Grant for Summer Intern**

Mr. Ferrell moved to authorize a grant application be submitted to the Erie County Community Foundation under its "internship program" and to accept the grant if awarded. Mr. Coleman seconded the motion. Mr. Boyle said that we have participated in this program for the past two years. Roll call: Mr. Lang, aye; Mr. Coleman, aye; Mr. Ferrell, aye. Resolution adopted.

**Resolution 2017-214**

**Renew Support Agreement with Warwick**

Mr. Ferrell moved to authorize the renewal of a support agreement with Warwick for 2018 for the phone system at the Fire Department and the Township Complex, not to exceed a total of \$10,000. Mr. Coleman seconded the motion. Roll call: Mr. Lang, aye; Mr. Coleman, aye; Mr. Ferrell, aye. Resolution adopted.

At this point Detective Timothy Alexander joined the meeting. He had been on a special detail earlier in the evening. Chief Parthemore presented him his 20-year service award.

**Resolution 2017-215**

**Supplemental Appropriations – Health Insurance Transition Costs**

Mr. Ferrell moved to approve supplemental appropriations for 2017 Health Insurance Transition and January 2018 Anthem premiums:

1000-110-229-0000	Other Insurance Benefits	\$ 2,655
1000-110-229-0000	Other Insurance Benefits (Adm)	\$23,070
1000-190-221-0000	Medical/Hospitalization	\$ 900
1000-190-229-0000	Other Insurance Benefits	\$ 345
1000-190-229-0000	Other Insurance Benefits (B&Z)	\$ 7,690
1000-330-229-0000	Other Insurance Benefits (Hwy)	\$23,070
1000-210-229-0000	Other Insurance Benefits (Police)	\$69,210
1000-220-229-0000	Other Insurance Benefits (Fire)	\$84,590

Mr. Coleman seconded the motion. Ms. Schaefer explained that the January 2018 Anthem premiums (221) would be paid this week in order to get the 2018 cards. We also plan to pay the 2017 Deficit amounts this year yet. These are both charged to the

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individual departments. The Highlighted appropriations are for the Runoff Claims/Processing fee that we have to pay JHP to handle the 2017 claims, processed in 2018. While split by department, this portion is being paid out of the General Fund. Roll call: Mr. Lang, aye; Mr. Coleman, aye; Mr. Ferrell, aye. Resolution adopted.

#### Department Reports

- Police Department – Chief Parthemore thanked all those who donated to the various Christmas programs. The mock drill at Perkins High School went well. Mr. Thomas Cromer, a former court officer for the department, passed away recently.

The department raised \$400 for the North Coast Cancer Society. Male members of the department could grow facial hair during the month of November while female members could paint their fingernails.

Monday December 18<sup>th</sup> the department will be participating in a “serving” competition at Chili’s to raise money for St. Jude’s Research.

Chief Parthemore hopes to have at least one application to present at the next meeting for a fulltime officer.

Mr. Ferrell asked how the RFP was going. Chief Parthemore brought the Board up to date on that process.

- Fire Department – Chief Murphy stated the Fire Department would be giving away Christmas baskets on Thursday. They also participated in the Perkins Schools drill. They also participated in a drill at Firelands Hospital, which he believes is the best drill he has ever attended.

The department is also preparing for the end of the year.

- Highway Department – Superintendent Crawford said they finished leaf pickup this week. The 2002 International was sold on GovDeals. The purchaser said it was in better condition than he thought. Ms. Schaefer said she looked at the original invoice and they only paid \$44,000 for it when it was purchase. It sold for more than \$25,600.

The new salt truck has been out twice. It allows the guys to do more salting without making as many trips back to the salt barn.

- Planning and Development – Ms. Sherlund gave an update of the current zoning and code enforcement projects. Future commercial projects have already started to come in for 2018.
- Administration – Mr. Boyle said the Zoning Board continues to work on the updates to the Code. The tire drop off will be this Sunday. Mr. Boyle notified the Board that they would be having an update of the fee schedule ready for the January Organizational meeting.

They are still working on the deed for the Stonewood property.

On December 4<sup>th</sup> there was a meeting with the Perkins Baseball group. It was attended by Mr. Boyle, Mr. Ferrell, Ms. Schaefer, Ashley Ohlemacher, Tim Obergefell, and Billy Knupke. We are way ahead of the curve compared to last year. The one suggestion was to hire some part-time personnel to oversee the program instead of using SportsForce personnel.

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**Notices/Correspondence**

- Next Regular Meeting – December 26<sup>th</sup> is being cancelled.
- Some budget work sessions will need to be set before the end of the year in order to adopt the 2018 Temporary Appropriations. Ms. Schaefer asked that the departments submit their initial requests this Friday so that she could compile it over the weekend. That would give us next week to work on the Temporary appropriations.
- Notice from the Ohio Division of Liquor Control of an application to transfer D1, D2, D3 and D6 permits from Mekong, LLC to Schuster Buildings, LLC for property at 4318 Milan Road – no hearing is requested. Mr. Boyle stated that contractually Mekong was required to transfer the license back to Schuster's. Mekong has obtained a license from out of the area.

**Fiscal Officer Comments**

- Payments for the period November 15<sup>th</sup> through December 12<sup>th</sup> totaling \$1,096,605.52. Includes payment for the TAN loan and the Bell-Hull Loan plus the purchase of truck for the Highway Department
- Motel Tax reports for the month of October \$53,544.68 for a decrease of 0.57% and an YTD increase of 0.05%.
- We have received the 2018.1 UAN update. As a result, we will be entering Temporary Mode soon, which means that we can work in both 2017 & 2018.
- Inventories are due the second Monday of January, which is the 8<sup>th</sup>.

**Trustees Discussion**

Mr. Lang thanked everyone's hard work in preparing for the Christmas Tree lighting ceremony and everyone who attended.

**Resolution 2017-216**

**Approval of Then & Now Purchase Order for Erie County Engineer**

Mr. Ferrell moved to authorize the Then & Now Purchase Order for the Erie County Engineer for the work done on the Dewitt paving project and to authorize the payment of \$15,023.98. Ms. Schaefer said the funds are already in the line item. Mr. Coleman seconded the motion. Roll call: Mr. Lang, aye; Mr. Coleman, aye; Mr. Ferrell, aye. Resolution adopted.

Mr. Ferrell wished everyone a Merry Christmas

**Public Forum**

Don Kriedler, Hull Road, also wished everyone a Happy New Year.

**ADJOURNMENT:**

With no further business, Mr. Ferrell moved that the meeting be adjourned at 6:50 pm. Mr. Coleman seconded the motion. Roll call vote: Mr. Lang, aye; Mr. Coleman, aye; Mr. Ferrell, aye.

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Jeffrey Ferrell, Chairman

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Diane Schaefer, Fiscal Officer