

February 2, 2016

**PERKINS TOWNSHIP TRUSTEE  
WORK SESSION/STAFF MEETING**

**February 2, 2016**

Perkins Township Trustees met on Monday, February 2, 2016 in the Township Services Facility located at 2610 Columbus Avenue. Trustees present were Timothy Coleman, Jeffrey Ferrell and James Lang. Chairman Coleman opened the meeting at 8:05 a.m.

Also in attendance: Chief Keith Wohlever, Highway Superintendent Allen Jackson, Chief Ken Klamar, Planning and Development Director Gary Boyle, Office Manager Lynn Hargrave, Mrs. Jane Gildenmeister, Payroll Clerk Ashley Ohlemacher, Zoning Inspector Megan Sherlund.

- Mr. Coleman asked Mrs. Gildenmeister if she had any updates to share. She commented she had talked with neighboring Fiscal Officers and the State Treasurer's Office about the Treasurer's online OhioCheckbook.com program. She had exported 2013 and 2014 financial reports and will begin formatting the data.

Credit Card terminals in the Police Department and Building and Zoning offices are active and January credit card reports balanced. She will check into the cost of any hidden fees. When departments submit credit card transaction reports to her office, the cardholder needs to be listed on the reports as the credit card receipts fade over time.

- Mrs. Sherlund read former Intern Jason Werner's report in reference to which Township parks would be suitable for public gardens, what type of garden would be best, start-up costs, utilities, etc. Running water is not available in Township parks. During brief discussion Mrs. Sherlund commented that she has a list of grants that might help with up-front costs.
- Mr. Boyle commented that the Township had been awarded an Erie County Community Foundation grant to fund a 2016 summer intern. The department will interview a list of qualified intern candidates supplied by participating colleges and universities. He will keep the Board advised. He said the Building Department will be adding a Plans Examiner and Building Inspector.
- Mr. Ferrell asked Mr. Jackson how his grant search is going for funding the installation of utilities at Strickfaden Park. He has been working on a NatureWorks grant application due April 1, 2016. The current package does not include a pavilion and Scott Mularoni will be emailing an updated package. Mr. Ferrell said they need to look at prioritizing the grant to determine what work gets done first. Mr. Coleman commented that other grants might be available. Mr. Jackson will review the grant application with Trustees before it is submitted and will keep the Board advised.
- Mr. Coleman commented that he would like three goals from each department. He also would like the final version of each department's annual report scanned and linked to the Township website.
- Mrs. Sherlund presented drawings for a sign in front of the Services Facility from Brady Sign and Wagner Signs. Three other companies did not respond or submit a quote. Quotes run from \$6,000 to \$28,000, depending on style. Mr. Ferrell said he

would like the word 'Administrative' included in the signage and would also like the sign completed by April 6<sup>th</sup>. Chief Klamar and Mr. Lang commented they do not want the sign to have flashing lights as the flashing is a traffic distraction. Mrs. Sherlund commented the sign could be programmed not to flash. Mr. Coleman said Hart Advertising is interested in erecting a gateway sign 'Welcome to Perkins' just north of Route 2 by Toys-R-Us at no cost to the Township.

- Mr. Coleman asked Mrs. Sherlund how the Township website is going. Mrs. Sherlund said that she and Mrs. Ohlemacher are keeping information current on the site and they have created 'Perkins Pete', a character to correlate with Ground Hog day. Mrs. Sherlund distributed three samples of Township newsletters; they will be sent electronically twice a year (April and October) to a predetermined email list. She is also working on getting the GIS online and waiting on Erie County on final zoning. Mr. Ferrell would like it completed and then add zoning at a later date.
- Mrs. Gildenmeister commented that department heads should have received their carry over amounts for the beginning of 2016, and she is working on final appropriation amounts. The December Bank Reconciliation is finished, and the year-end closing is complete except for the newly required Auditor Notes section.
- Mr. Coleman asked Chief Wohlever if the fire department had anything to report. Chief commented that the department is working on grants for sound activated devices to control traffic lights and with Erie County to help with the installation.
- Superintendent Jackson commented that cemetery data in the Pontem software program is up to date. Mr. Coleman said he would like all veterans' graves identified on the computer program and on cemetery boards.

Mr. Jackson said that the parts for a speed sign near Meadowlawn School are in and the department is working on installation plans. Mr. Coleman said he would like the sign installed and working before school is out for the year.

- Chief Klamar commented that he will have a short presentation regarding billing for false security alarms for the next Trustee meeting.
- Mr. Coleman asked the status of a disabled car parked for an extended period of time on Schiller Avenue. The car has been there for almost two months and the owner is not responding to notices to move the vehicle. ORC states the procedures and conditions for a Township to remove a vehicle. Mr. Ferrell said he wanted a certified letter sent to the owner. Mr. Coleman suggested scheduling a meeting with State Representative Steve Arndt and Senator Randy Gardner to look at ORC codes in an effort to make it easier for townships to remove abandoned vehicles from park property.
- There was brief discussion regarding activities in a Sandy Acres neighborhood. Chief Klamar will keep the Board advised.
- Mr. Boyle commented that legal counsel John Coppeler is reviewing the final draft of the Sign Code. The code should be ready to present to Trustees at their Feb 9<sup>th</sup> Board meeting. Mrs. Sherlund said the Zoning Board of Appeals will hear five applications on Feb 16<sup>th</sup>.

- Mrs. Sherlund and Fire Inspector Keith Eastman are working together in reference to a house on Gildona Drive that needs addressing as a nuisance, as well as a house on Milan Road. Mrs. Sherlund said she will send a letter to the property owner on Milan Road. The property is zoned C2.
- Mr. Jackson commented that many of the signs in the parks need repair and paint. Mr. Mike Printy is Chairman of the Park Board and committee members have been considering volunteer work projects to help improve the parks. Mr. Jackson commented that Graphics Gone Wild is doing other signage for the Township. Mr. Ferrell said he would like park signage to be uniform throughout all the parks. Mr. Jackson is waiting for final appropriations before ordering signs or contract work.
- Mr. Jackson reviewed that there has been a request regarding load limits on Strub Road. There has been no word on test results.
- Mrs. Sherlund commented that a building permit is not required for a retaining wall constructed on property on Marshal Avenue. However, the property owner should have contacted the Zoning Office for a zoning permit.
- The Community Housing Impact and Preservation (CHIP) Program provides funding to local governments to improve and provide affordable housing for low- and moderate-income citizens. Mr. Ferrell commented that there might be CHIP money available for housing repairs; he will check with Mr. Tim King.
- Chief Klamar commented that he is waiting for a legal opinion from Mr. Coppeler regarding offering the Services Facility as a safe internet buy/sell location.
- Herman's Furniture is renovating the vacant movie theater behind the mall and will be relocating from its current location on Cleveland Road. Mr. Boyle mentioned that he understands that a grand opening is planned for early spring. Chief Wohlever commented that the buildings current sprinkler system needs updating.
- Mr. Jackson commented that the site of a demolition project on E Bogart Road has been seeded. Mrs. Gildenmeister said she had forwarded to the Erie County Auditor a weed assessment listing the maintenance cost expended by the Township to clean up the declared nuisance property.
- Boston Road construction project is under design, Mr. Jackson said. The cost is estimated to run around \$800,000. Mr. Ferrell requested a list of five to six streets prioritized for micro-sealing.
- Safe Routes to School applications are due on March 4<sup>th</sup> and there is limited money. There was discussion in reference to safe pathway-lights and call boxes along SRTS sidewalks. There will be more discussion at the February 23<sup>rd</sup> Board meeting.
- Mrs. Sherlund said she has been working on Law Day activities for Perkins High School students. So far there are five possible projects, and tours of Great Wolf Lodge and Wagner Quarries. Teacher Obergefell will be calling with exact dates.

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- Mrs. Hargrave commented there are a number of public meetings and events coming up:
  - Trustees Board meeting – February 9, 6:00 p.m.
  - Friends of Perkins Township meeting – February 11, 6:00 p.m.
  - Park Board meeting – February 11, 7:00 p.m.
  - Smart Board training – February 19, 8:30 a.m.
  - Black History Month program, Perkins High School – February 27, 6:00 p.m.
  - Trustee Board meeting – February 23, 6:00
  - Work Session/Staff meeting – March 15, 8:00 .am.
  - Kroger Marketplace open house – April 6

Mr. Coleman asked if anyone had anything else. Hearing no objection, meeting adjourned at 9:40 a.m.

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Timothy Coleman, Chairman

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Jane Gildenmeister, Fiscal Officer