

**PERKINS TOWNSHIP TRUSTEES  
REGULAR SESSION**

**February 23, 2016**

Perkins Township Trustees met on Tuesday, February 23, 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 with the Pledge of Allegiance at 6:00 p.m.

**AGENDA**

Mr. Coleman moved to adopt the agenda. Mr. Ferrell seconded. Roll call vote: Mr. Coleman: aye; Mr. Ferrell: aye; Mr. Lang: aye. Motion carried.

**MINUTES**

Pending

**FINANCIAL REPORTS**

Mr. Coleman moved to approve financial reports as of February 19, 2016 and January 2016 Bank Reconciliation. Mr. Ferrell seconded. Roll call vote: Mr. Coleman: aye; Mr. Ferrell: aye; Mr. Lang: aye. Motion carried.

**NEW BUSINESS**

**Resolution 2016-44**

**ACCEPT RESIGNATION OF BUILDING INSPECTOR PAUL LESLIE**

Mr. Coleman moved to accept the resignation of Building Inspector Paul Leslie, effective February 29, 2016. Mr. Boyle commented that existing staff will fill in the position for a time and that the open position will be posted. Roll call vote: Mr. Coleman: aye; Mr. Ferrell: aye; Mr. Lang: aye. Motion carried.

**Resolution 2016-45**

**PROMOTE OFFICER CURRAN TO SERGEANT**

Mr. Coleman moved to promote Officer Martin Curran to the rank of Sergeant, at a rate of pay of \$25.56 per hour, effective February 24, 2016, subject to a 90 day probationary period. Mr. Ferrell seconded. Chief Klamar commented that Officer Curran is a very valued member of the department and K9 Uganda is a great asset to the Township. Office Curran was in attendance with Uganda. Roll call vote: Mr. Coleman: aye; Mr. Ferrell: aye; Mr. Lang: aye. Motion carried. Chief Klamar administered the Oath of Office and Mrs. Curran pinned Sergeant Curran.

**Resolution 2016-46**

**AUTHORIZE WIGHTMAN/WIEBER FOUNDATION GRANT APPLICATION**

Mr. Coleman moved to authorize the Police Department to submit a grant application to Wightman/Wieber Foundation for a \$1,200 grant to cover Safety Towns expenses, and to accept the grant if awarded. Mr. Ferrell seconded. Chief Klamar commented that the grant will help provide shirts, snacks and educational materials for children participating in the

safety program. Roll call vote: Mr. Coleman: aye; Mr. Ferrell: aye; Mr. Lang: aye. Motion carried.

**Resolution 2016-47**

**ADOPT 'PERKINS CEMETERY RULES & REGULATIONS'**

Mr. Coleman moved to adopt Perkins Cemetery Rules & Regulations as presented. Mr. Ferrell seconded. Superintendent Jackson commented that the policy covers general cemetery rules and regulations, monument /markers size and locations, and clean-up dates. The policy will assist in maintaining proper lawn care while also honoring those interned. Roll call vote: Mr. Coleman: aye; Mr. Ferrell: aye; Mr. Lang: aye. Motion carried.

**Resolution 2016-48**

**DECLARE TELEVISION AND DVD PLAYER SURPLUS**

Mr. Coleman moved to declare as surplus a JVC television and a Hitachi DVD player not needed for public use, and approve the items to be offered for sale, donation or disposal in a manner of best benefit to the Township. Mrs. Gildenmeister commented that the equipment had been used when the Administrative Office was located on Milan Road and that they have outlived their useful life. Mr. Ferrell seconded. Roll call vote: Mr. Coleman: aye; Mr. Ferrell: aye; Mr. Lang: aye. Motion carried. The items will be removed from inventory.

**Resolution 2016-49**

**AUTHORIZE SAFE ROUTES TO SCHOOL GRANT APPLICATION**

Mr. Coleman moved to authorize the Planning and Development Department to submit a grant application for funding under ODOT's Safe Routes to School (SRTS) program, and to accept the grant if awarded. Mr. Ferrell seconded. Mr. Boyle commented that if awarded the grant would fund infrastructure improvements and continue the current SRTS sidewalk grant project. Filing deadline is March 4 and grant funding statewide is limited. Mr. Ferrell said this is a worthy project and staff is working hard on the application. Roll call vote: Mr. Coleman: aye; Mr. Ferrell: aye; Mr. Lang: aye. Motion carried.

**Resolution 2016-50**

**ACCEPT RESIGNATION OF RYAN HOUGHTLEN**

Mr. Coleman moved to accept the resignation of Firefighter/paramedic Ryan Houghtlen, effective March 4, 2016. Mr. Ferrell seconded. Chief Wohlever read Mr. Houghtlen's letter of resignation. Chief said Mr. Houghtlen is a ten year veteran with the department and will be full time with Norwalk. Roll call vote: Mr. Coleman: aye; Mr. Ferrell: aye; Mr. Lang: aye. Motion carried.

**PRESENTATION IN REFERENCE TO AUTHORITY TO BILL FOR REPEATED FALSE RESIDENTIAL AND COMMERCIAL SECURITY ALARM RESPONSE**

Chief Klamar gave a PowerPoint presentation regarding ORC 505.511 in reference to a township's authority to bill for repeated false alarms resulting from malfunction of same commercial or residential security alarms. The Township's billing for false alarms resolution was passed in 1998 and the fees are not current with ORC. Chief commented that the department has not been billing for repeated false alarms.

Chief Klamar outlined ORC 505.511 in that a Board of township trustees, after police have answered a combined total of three false alarms from the same commercial or residential security alarm within the same year, may bill for each subsequent alarm for the same alarm system during that year to defray the costs incurred. In 2015 there was three times the number of false alarms compared to 2014. In 2015 Perkins Police department responded to 43 false alarms from seven different businesses. Two businesses had four false alarms, three businesses had five, one business had seven and one business had 13 false alarms. Alarm calls are a two officer minimum call for service. If an un-secured door is found, time on call increases. Chief Klamar commented that to help defray costs to the township, the ORC provides a method to defray costs involved.

Chief Klamar has conferred with legal counsel regarding billing for false alarms and asked the Board to consider adopting a fee schedule per ORC. This is not to make money but to encourage businesses to fix faulty alarm systems and to help defray some of the costs to the Township. A false alarm pulls two officers away from potentially another serious incident. He would look at each case of a new business to work out any bugs in their alarm system. There would be no charge for the first three false alarms; however, notification would be sent upon first, second and third alarms in the same calendar year of possible fees. Chief recommended not charging residents. If the response was for a good alarm, there would be no charge. After brief discussion the following motion was offered.

**Resolution 2016-51**

**ADOPT A FEE FOR FALSE SECURITY ALARMS**

Mr. Coleman moved to adopt a fee for false security alarms and Mr. Ferrell seconded.

**WHEREAS**, Ohio Revised Code Section 505.511 authorizes a board of township trustees of a township that operates a township police department to adopt a procedure to notify, assess, and collect charges for false alarms resulting from the malfunction of the same commercial or residential security alarm system within the township in the same calendar year after law enforcement authorities have answered a combined total of three false alarms; and

**WHEREAS**, the generation of false alarms in Perkins Township has resulted in a significant cost to Perkins Township as such false alarms require responses of law enforcement and emergency personnel which causes lost employee hours and lost productivity; and

**WHEREAS**, the Board of Township Trustees of Perkins Township, having established a police department, desires to alleviate the increased costs and problems associated with the generation of false alarms and desires to increase the training of persons in the use and maintenance of their security alarms:

**NOW THEREFORE, BE IT RESOLVED**, by the Board of Township Trustees of Perkins Township, State of Ohio:

Section 1. That, after Perkins Police Department has answered a combined total of three (3) false alarms resulting from the malfunction of the same commercial or

residential security alarm system within Perkins Township in the same calendar year, the Township Fiscal Officer shall mail to the manager of the commercial establishment or the occupant, lessee, agent, or tenant of the residence, a bill for each subsequent false alarm for the same alarm system during that year, to defray the costs incurred. The bill's amount shall be as follows:

- 1) For the fourth false alarm of that year ... \$50.00
- 2) For the fifth false alarm of that year .... \$100.00
- 3) For all false alarms in that year occurring after the fifth false alarm .... \$150.00

Section 2. If payment of the bill is not received within thirty (30) days, the Township Fiscal Officer shall send a notice by certified mail to the manager and to the owner, if different, of the real estate of which the commercial establishment is a part, or to the occupant, lessee, agent, or tenant and to the owner, if different, of the real estate of which the residence is a part, indicating that failure to pay the bill within thirty (30) days, or to show just cause why the bill should not be paid, will result in the assessment of a lien upon the real estate in the amount of the bill.

Section 3. If payment is not received within thirty (30) days, or if just cause is not shown, the amount of the bill shall be entered upon the tax duplicate, shall be a lien upon the real estate from the date of the entry, and shall be collected as other taxes and returned to the township treasury to be earmarked for use for police services.

Roll call vote: Mr. Coleman: aye; Mr. Ferrell: aye; Mr. Lang: aye. Motion carried.

Effective Date: February 23, 2016

## **DEPARTMENT REPORTS**

### **Fire Department – Chief Wohlever**

- Chief will have at the next regular meeting an updated Fire Dept false alarm resolution for the Board's consideration
- New entry level test will be given to candidates in mid April; advertising through the state, Ohio Jobs Store and newspaper
- Station 2 lighting refurbishing project complete; 2 to 2 ½ additional months needed to finish the rest of the work which will continue next winter
- Station 3 roof has begun to leak and the roof needs to be resealed

### **Police Department – Chief Klamar**

- Lt Hastings graduated Ohio Association of Chiefs class. Chief, Mr. Lang and several of Lt Hastings peers attended.
- The third week in March the new cruiser is being built
- Interviewing candidates for part time openings

- Assistant Chief Parthemore is in the current LEADS class. His group project is 'Happy Feet'. The group is collecting new shoes, socks, and money to purchase shoes for distribution to those in need. Trustees had no objection.

**Highway Department – Superintendent Jackson**

- Announced specs to start Boston Road paving project
- Working on a NatureWorks grant application to fund play equipment and new ADA walk path at Fairview Lanes Park; application due April 1
- Working on a grant application to fund trailhead and utilities project work at Strickfaden Park. Grant maximum is \$800,000; application due May 1
- Had talked earlier about possibly offering for sale the old small 2000 International dump truck. Mr. Jackson asked Trustees if they would consider declaring the truck surplus.

**Resolution 2016-52**

**DECLARE 2000 INTERNATIONAL TRUCK SURPLUS**

Mr. Coleman moved to declare as surplus a 2000 International 4700 dump truck with plow and frame, and approve the items to be offered for sale, donation or disposal in a manner of best benefit to the Township. Mr. Ferrell seconded. Superintendent Jackson commented that the equipment is no longer of use to the Township. Another entity has offered to purchase the equipment for \$12,000; Mr. Coleman said to contact Township legal counsel for his review and opinion. Roll call vote: Mr. Coleman: aye; Mr. Ferrell: aye; Mr. Lang: aye. Motion carried. Mr. Jackson will keep the Board advised.

**Planning and Development – Director Boyle**

- ODOT has approved, in principle, the most recent revised Traffic Impact Study for Sports Force recreation project. Construction is anticipated to start in April
- Board of Zoning Appeals met on Feb 16 and approved a Conditional Use Permit for a proposed gas station at 4701 Milan Rd; approved a variance allowing a large freestanding sign advertising a new business at 4307 Milan Rd; tabled a request for a setback variance for an electronic message sign at 5108 Milan Rd; and approved a setback variance to relocate a sign between 5420 and 5502 Milan Rd
- Staff finalizing Safe Routes to School grant application that is due March 4<sup>th</sup>
- Firelands Partnership met with representatives of the Greater Cleveland Partnership to discuss the opportunity for collaboration on common interests including facilities such as NASA Glenn and Plum Brook.
- ODOT intends to begin the next phase of US Rt 250/Milan Rd improvement project on March 1<sup>st</sup>
- US Dept of the Treasury will release additional demolition funding used to eliminate blighted and abandoned residential properties
- Building Inspector Paul Leslie has submitted his resignation, and his last work day will be Feb 29<sup>th</sup>
- Potential developers have expressed interest in retail and manufacturing sites in the Township
- In Feb 2016, 14 residential permits and 10 commercial permits were issued, with a construction value of \$196,000. There were 13 contractor registrations and eight zoning permits issued. The department's February fees-received totaled \$8,541.

**Zoning – Inspector Sherlund**

- Kroger Marketplace plans to hold a grand opening in early April
- Researching ‘electronic zoning map’. Norwalk has it and it is very helpful and provides a great deal of information
- Continues adding and updating information on the Township’s website
- She has been hearing that it is difficult for people, developers and residents to find the Services Facility and that our current sign is not very helpful. Mrs. Sherlund has sent out letters asking for a variety of sign designs and price quotes. She will keep the Board advised.

**NOTICES/CORRESPONDENCE - None**

**FISCAL OFFICER COMMENTS**

Mrs. Gildenmeister presented a brief financial summary, and compared levy fund balances as of the end of February 2016 versus the end of February 2015.

<u>Levy fund balances:</u>	<u>2016</u>	<u>2015</u>
General Fund	\$2.4 million	\$1.8 million
Road and Bridge Fund	\$ 80,838	\$ 353,734
Police Protection Fund	\$ 374,205	\$ 219,370
Fire and EMS Fund	\$ 805,636	\$ 706,563
Road Reconditioning Fund	\$ 214,003	\$ 0 first tax settlement March 2015

Check book balance, all funds: \$1.9 million    \$1.8 million

Mrs. Gildenmeister commented that department heads have received their carry over amounts for the beginning of 2016. She has been working with Trustees and department heads to determine final 2016 permanent appropriations.

As talked about earlier, in October 2015 legislation was passed authorizing Ohio townships to accept credit cards as payment. Perkins Township began accepting credit cards as payment Jan 1, 2016. People have commented they like having the option to pay traffic fines or building permits with their credit card. The system is working well for the Township too; the month of January credit card payments is balanced and the number of payments made by credit card in February is greater than in January.

**TRUSTEE DISCUSSION**

Mr. Coleman commented that the owner of semi-trucks parked in an empty lot next to Diana’s Restaurant and Goofy Golf on Milan Road were informed back in 2014 to move the trucks from there. The huge commercial trucks are taking up parking spaces from businesses there and are in violation of Township regulations. He asked staff to follow up on this violation and to keep the Board advised.

Meetings are scheduled tomorrow beginning at 9:00 a.m. with department heads to work on 2016 permanent appropriations.

**PUBLIC FORUM**

Don Kreidler, Hull Road, commented that he likes the idea of a new sign in front of the Services Facility; a sign back-lit would make it easy for people to find the police station and meeting room in the evening. Mr. Ferrell said there is money available from the sale of a small piece of land on Columbus Avenue to Kroger's that could be used to help fund a sign.

There being no further business before the Board, Mr. Ferrell moved to adjourn. Mr. Coleman seconded. Roll call vote: Mr. Coleman: aye; Mr. Ferrell: aye; Mr. Lang: aye. Motion carried. Meeting adjourned at 7:12 p.m.

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Timothy Coleman, Chairman

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Jane Gildenmeister, Fiscal Officer