

**PERKINS TOWNSHIP TRUSTEES
REGULAR SESSION**

June 23, 2015

Perkins Township Trustees met on Tuesday June 23, 2015 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 as presented. 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 report as of June 22, 2015. Roll call vote: Mr. Coleman: aye; Mr. Ferrell: aye; Mr. Lang: aye. Motion carried.

OLD BUSINESS

Resolution 2015-10

DONATION OF ‘PERKINS BICENTENNIAL’ PLATE TO FOLLETT HOUSE

Mrs. Gildenmeister commented that there are about three dozen Perkins Township bicentennial memorial plates in storage. Administrative Clerk Kathy Niehm had mentioned that the Follett House museum in Sandusky does not have one of the bicentennial plates in its collection. She asked if the Board would approve donating a bicentennial plate to the Follett House. Mr. Coleman said that this would be a very appropriate donation and moved to approve donating a Perkins Township Bicentennial (1809-2009) memorial plate to the Follett House. Mr. Ferrell seconded. Roll call vote: Mr. Coleman: aye; Mr. Ferrell: aye; Mr. Lang: aye. Motion carried.

NEW BUSINESS

Resolution 2015-111

ADOPT UPDATED DRUG FREE WORKPLACE POLICY

Mr. Coleman moved to adopt updated Drug Free Workplace policy as revised. Mr. Ferrell seconded. Mr. Coleman commented the township solicitor had been reviewing the Township’s current drug free policy and in light of possible new legislation regarding the use of marijuana, recommended updating the policy to include a zero tolerance policy in the workplace irrespective of any changes in state law. A copy of the draft updated and revised policy had been distributed to Trustees earlier for their review. Mr. Ferrell said that the policy was written to comply with federal law and the Drug Free Workplace Act

of 1988 prohibiting the unlawful manufacture, distribution, possession or use of a controlled substance or alcohol on Perkins Township premises during work hours or while on duty. The policy maintains Perkins Township a drug-free workplace for all Township employees. The established drug free awareness program informs employees of the dangers and symptoms of drug and alcohol abuse in the workplace; advises of the availability of drug counseling or rehabilitation; and specifies what actions will be taken against employees who violate the policy. Roll call vote: Mr. Coleman: aye; Mr. Ferrell: aye; Mr. Lang: aye. Motion carried.

Each employee will receive a copy of the Perkins Township Drug Free Workplace Policy.

A copy of Drug Free Workplace Policy, Resolution 2015-111 is included in the Official Proceedings book.

Resolution 2015-112

TEXAS ROADHOUSE LIQUOR PERMIT REQUEST

Mrs. Gildenmeister commented that Texas Roadhouse Holdings LLC, had applied for a liquor permit for the new Texas Roadhouse restaurant under construction and located in front of the Sandusky Mall. Neither Police Chief Klamar nor the Trustees requested a hearing. Mrs. Gildenmeister will complete and return the notice.

Resolution 2015-113

DECLARE FIRE DEPARTMENT ITEMS SURPLUS

Fire Chief Wohlever commented that the department has an old trailer box that had been used for storage for over twenty years. It has not been used in recent years and is in such condition to be of no further use to the department or the Township. Chief Wohlever also submitted a list of items including mounting brackets, hose, light bars, and couplings that are no longer of use to the Township. He asked for permission to dispose of the trailer and the list of items. Mr. Coleman moved to declare listed fire department items as surplus and to approve the items being offered for sale, donation or disposal in a manner of best interest of the Township. Mr. Ferrell seconded. Roll call vote: Mr. Coleman: aye; Mr. Ferrell: aye; Mr. Lang: aye. Motion carried.

Resolution 2015-114

PROMOTE PATROL OFFICER JON PIERSON TO CLASS C1

Mr. Coleman moved to approve the promotion of Officer Jon Pierson to a class C1 patrol officer at a pay rate of \$20.95 per hour, effective June 28, 2015. Mr. Ferrell seconded. Chief Klamar stated Mr. Pierson had completed his one year probationary period at the end of June and a raise is due per the collective bargaining unit. Chief Klamar mentioned that Mr. Pierson has done a great job for the department. Roll call vote: Mr. Coleman: Aye; Mr. Ferrell: Aye; Mr. Lang: Aye. Motion carried.

Resolution 2015-115

APPROVE STRICKFADEN PARK GAZEBO RESERVATION POLICY

Mr. Coleman moved to approve Strickfaden Park Gazebo Reservation policy as presented. Mr. Ferrell seconded. Superintendent Jackson commented that numerous

requests have been received to use the Gazebo and that a policy should be in place, along with a waiver of liability to the Township. There were three requests to use the Gazebo in June and July for wedding ceremonies. Mr. Coleman agreed with Mr. Jackson about having a policy in place now that people are asking about it. Mr. Lang suggested providing the reserving party a copy of the reservation form for them to be able to verify their reservation to other park visitors at the time of the reservation or to Township officers making their rounds. Roll call vote: Mr. Coleman: Aye; Mr. Ferrell: Aye; Mr. Lang: Aye. Motion carried.

A copy of the reservation policy is included in the Official Proceedings book.

Resolution 2015-116

**ADOPT TOWNSHIP GIFT POLICY AND DONATION GUIDELINES FOR
PARKS AND CEMETERY**

Mr. Coleman moved to adopt 'Perkins Township Gift Policy and Donation Guidelines for Parks and Cemetery.' Mr. Ferrell seconded. A copy of a draft policy had been distributed to Trustees earlier for their review. Mr. Jackson commented that he has been asked recently if the Township will accept gifts and/or donations to the parks and the cemetery. Most people are asking about donating a park bench or perhaps a tree in memory of a loved one or a special occasion. He is in favor of accepting gifts and/or donations; however, the Township currently has no rules or regulations for accepting them. Mr. Coleman commented that he is pleased that people are interested in helping to enrich and improve Township parks and its cemetery. Roll call vote: Mr. Coleman: Aye; Mr. Ferrell: Aye; Mr. Lang: Aye. Motion carried.

Mr. Coleman commented that policy guidelines as adopted should make this a simple procedure to both donate and accept gifts that will serve the needs of the community. Mr. Lang recommended accepting monetary donations toward the purchase of a bench or other approved gift, and that the choice of style, color, or species decision be referred back to the Township Park Board.

A copy of Gift Policy and Donation Guidelines for Parks and Cemetery is included in the Official Proceedings book.

Resolution 2015-117

DECLARE 708 W STRUB RD A NUISANCE

Mr. Coleman moved to declare 708 W Strub Rd a nuisance for tall grass and weeds. Property owner, as listed on Erie County Auditor's website is Carolyn A Butler. Mr. Ferrell seconded. Mrs. Sherlund has sent a letter to the owner and has received no response. She mentioned that the neighbors had hired a company to take care of the property last year, but they were not doing that this year. Mr. Ferrell wanted to make sure the back of the property was taken care of as well as the front. Roll call vote: Mr. Coleman: Aye; Mr. Ferrell: Aye; Mr. Lang: Aye. Motion carried.

Resolution 2015-118

DECLARE 3508 SPENCER AVE A NUISANCE

Mr. Coleman moved to declare 3508 Spencer Ave a nuisance for tall grass and weeds. Property owner, as listed on the Erie County Auditor's website is PKI LLC. Mr. Ferrell seconded. Mrs. Sherlund commented that this property has been declared a nuisance on multiple occasions; the owner resides in Florida and has not responded to any letters. She commented that if the Township takes care of the weeds and tall grass, the property owner is assessed on their property taxes the lawn maintenance charges that the Township paid. In this manner the Township is reimbursed the maintenance charges. Roll call vote: Mr. Coleman: Aye; Mr. Ferrell: Aye; Mr. Lang: Aye. Motion carried.

Resolution 2015-119

APPROVE TAX ANTICIPATION NOTE RESOLUTION

Planning and Development Director Boyle commented that the Township electorate had approved a road reconditioning levy last year to be used for the repair, construction and reconditioning of Township streets and roadways. He suggested that if the Board was to approve a Tax Anticipation Note now, borrowing from future collection of proceeds of the Road Reconditioning Levy, it would enable the Township to begin road work sooner, rather than wait to perform the work as the tax revenue is collected and received over the remaining life of the levy. Mr. Jackson is currently compiling a list of road reconditioning projects.

Mr. Ferrell moved to authorize the issuance of notes in the amount of not to exceed \$1,960,000.00 in anticipation of the collection of proceeds of the 2.75 mill road levy approved by electors of the Township at the election held November 4, 2014. Mr. Coleman seconded.

Mr. Coleman mentioned the extensive amount of time that Highway Superintendent Jackson has put into evaluating the conditions of Township roads and estimating the costs of needed repairs and construction. Mr. Ferrell commented that the maximum allowed by law to be borrowed against the remaining levy balance is \$1,960,000, but that the Board of Trustees would make the final decision on the amount actually borrowed. It could be any amount under \$1.9 million. Mr. Ferrell remarked that the Board of Trustees would meet with different banks and make a decision once an amount was agreed upon. Mrs. Gildenmeister voiced her concern about the financial part of the TAN and not having a firm commitment on the interest rate. The maximum interest rate stated in the document presented is four percent, but there is no way of knowing what it will be until the paperwork is submitted. Mrs. Gildenmeister had spoken to bond counsel regarding the ability to pull out of the agreement if the terms were not agreeable. Bond counsel advised that the term used in the document states "we shall proceed" and there is no recourse to back out. Mrs. Gildenmeister commented that as is, paying off the loan early would result in a pre-penalty. Mr. Ferrell commented that this is the first step in the process, but that the interest spent will save on deteriorating roads. Mr. Coleman and Mr. Lang agreed. Mrs. Gildenmeister granted that repairing the roads now, before they deteriorate further, should be less costly over the long run; however, she wanted everyone to be aware that

the loan interest would be well over \$100,000 and there is no provision to back out of the process once the Board approves the resolution. Four percent is a very high rate at this time, she said. The document authorizes and directs the Fiscal Officer to execute on behalf of the Township such terms as the Fiscal Officer shall deem appropriate. When approved, a certified copy of the Resolution and document will be forwarded to the Erie County Auditor.

Roll call vote: Mr. Coleman: Aye; Mr. Ferrell: Aye; Mr. Lang: Aye. Resolution passed.

DEPARTMENT REPORTS

Fire Department – Chief Wohlever

- Completed preventative maintenance on DOT on ambulance
- Generator preventative maintenance scheduled
- Ladder testing scheduled for late summer, early fall
- Received MOU regarding SRT Team
- Requested a resolution to accept a reimbursement grant award from the Ohio Department of Public Safety in the amount of \$3,500. Grant funds are for the purchase of training and non-disposable equipment.

Resolution 2015-120

ACCEPT \$3500 GRANT FROM DEPARTMENT OF PUBLIC SAFETY

Mr. Ferrell moved to accept a \$3,500 reimbursable grant award from the Ohio Department of Public Safety for training and equipment. Mr. Coleman seconded. Roll call vote: Mr. Coleman: Aye; Mr. Ferrell: Aye; Mr. Lang: Aye. Motion carried.

Police Department – Chief Klamar

- July 4th HVEO grant funded patrol increased to help reduce accidents in the Township
- Body cams that have been in operation for almost a month are performing well

Highway Department – Superintendent Jackson

- Star Builders regarding issues will replace concrete at the Services Facility entrances
- A strip of Township land has been sold and transferred to Kroger. Three Township lights will be removed from parking lot; new cable and conduit will be run.
- SRTS- still waiting on design approval from ODOT and Engineer; penalty if not finished by deadline
- Three quotes for Strickfaden Park landscaping have been received; waiting for one more. Old concrete building there is scheduled to be demolished at no cost to the Township
- Didion Drive roadwork will begin next week
- All fourteen roadwork projects will be completed by Strawser Construction by August 1, 2015

Planning and Development – Director Boyle

Mr. Coleman commented that Mr. Boyle’s duties will now extend to the administrative department as the Administrator. Mr. Boyle will oversee Building and Zoning, HR and supporting departments.

- Zoning department is reviewing Township sign regulations
- Zoning appeals for Firelands Corporate Health sign
- ECEDEC helped bring new tracking software
- Route 250 project moving forward; ODOT conducting a meeting in Sandusky
- State Route 4’s traffic count is beginning an initial study
- Attended Erie County Homebuilders meeting
- Working on 2016 tax budget
- Attended MPO hearing on long range transportation planning

Zoning – Zoning Inspector Sherlund

- 19 residential permits, 12 commercial permits, 18 zoning permits
- Record number of violations reported from residents
- Working with Kroger, Texas Roadhouse, nine new homes, Hoty Plaza
- Pennsylvania Ave nuisance went to Sheriff’s Sale, sold last week and new owners mowed

NOTICES/CORRESPONDENCE - NONE

FISCAL OFFICER COMMENTS

Mrs. Gildenmeister distributed copies of June 22, 2015 Financial Snapshot and gave a brief overview of the Township financial status as of today.

	<u>Revenue Budget</u>	<u>Revenue received</u>	<u>Appropriation</u>	<u>Amount Encumbered</u>	<u>YTD Expenditures</u>	<u>Fund Balance</u>
General Fund	\$1,881,744	\$1,075,201	\$1,559,553	\$134,942	\$811,202	\$1,981,518
Road & Bridge Levy	\$463,067	\$290,816	\$750,250	\$50,567	\$369,747	\$233,177
Police Protection Levy	\$2,072,809	\$1,161,872	\$2,268,620	\$146,279	\$1,004,241	\$460,338
Fire / EMS Levy	\$2,582,530	\$1,383,784	\$3,529,430	\$434,715	\$1,197,421	\$1,292,499
Roads Levy	\$980,000	\$719,509	\$980,000	\$546,462	\$45,011	\$674,498
All Funds	\$9,378,567	\$5,126,441	\$10,242,582	\$2,106,068	\$3,713,802	\$5,792,815
Check book balance:						
3,368,069						06/22/2015 jmg

TRUSTEE DISCUSSION

Mr. Ferrell suggested setting a meeting schedule for review of the 2016 budget. Following brief discussion, meetings were scheduled for Monday, June 29, 9:30 am with Fire Chief Wohlever, 10:00 am with Planning and Development Director Gary Boyle and 1:30 pm with Highway Superintendent Jackson; and Tuesday, June 30 at 9:30 am with Police Chief Ken Klamar.

Mr. Coleman gave a brief overview regarding the attendance of Perkins Township employees and elected officials at a LEAN Ohio State sponsored program at BGSU Firelands. The Township has received a tuition grant in the amount of \$2,000.00 per person. Lean Ohio is a method to look at ways to save money by mapping processes and methods. Statistics indicate that each program participant will save their employer on average \$80,000.00.

PUBLIC FORUM

John Bossart, 2701 Eastwood, commented that residents of Eastwood Drive are concerned about the safety of their children and the speed of vehicles travelling down Eastwood. Mr. Bossart asked why a sign saying “Eastwood Drive” was posted on the utility pole on Route 250. Mr. Jackson stated a “No Commercial Vehicles” sign was put up on SR 250 to deter buses and semis from using Eastwood Drive. Mr. Bossart believes vehicles are speeding to Cedar Point and he wanted the “Eastwood Drive” sign to be removed. Mr. Lang mentioned that GPS systems may be directing traffic down Eastwood Drive for Cedar Point. The design of the street lends itself to speeding. Chief Klamar will follow up.

Diane Schaefer, W Bogart Rd, asked about the cost to use the gazebo at Strickfaden Park. Mr. Coleman replied there was no fee. Ms. Schaefer inquired about any restrictions as to alcohol being used. Mr. Jackson commented there is nothing in the policy regarding alcohol. Ms. Schaefer inquired when the official budget meeting would be held. Mr. Coleman commented that Monday, June 29th, would be the office meeting with department heads and Ms. Schaefer wanted to know if there would be a meeting notice in the paper. Mr. Coleman stated yes.

There being no further business before the Board, Mr. Ferrell moved to adjourn. Mr. Coleman seconded. Roll call vote: Mr. Ferrell: aye; Mr. Coleman: aye; Mr. Lang: aye. Motion carried. Meeting adjourned at 7:20 p.m.

Timothy Coleman, Chairman

Jane Gildenmeister, Fiscal Officer