

REGULAR SESSION
July 14, 2009

Mr. Ferrell called the meeting to order at 6:00 p.m.

Trustees William Dwelle, Timothy Coleman, and Jeffrey Ferrell answered roll call.

The next regular meeting is a Regular Session on July 28, 2009 at 6:00 p.m.

ADDITIONS/DELETIONS OF AGENDA ITEMS

Mr. Coleman moved to adopt the agenda with the following deletions: Minutes from Budget Work Session of 6/29/09 and Work Session of 7/7/09. Mr. Dwelle seconded the motion. All were in favor.

Mr. Dwelle moved to approve the meeting minutes of the Regular Session of June 23, 2009. Mr. Coleman seconded the motion. All were in favor.

Mr. Dwelle moved to approve the Financial Statements for the month ending June 30, 2009 and the periods ending July 7, 2009 and July 14, 2009. Mr. Coleman seconded the motion. All were in favor.

Mr. Ferrell then announced that they were going to go out of order to allow Steven Westcott to address the Trustees and Departments. Mr. Westcott then read a very emotional letter regarding his past, present, and future employment with the Township.

Mr. Dwelle congratulated Mr. Westcott on his recent marriage. Mr. Ferrell echoed Mr. Dwelle's comment by noting that Steve would have someone with him when he really needs someone.

OPENING OF 2009 ISSUE II BIDS

Mr. Ferrell then asked the Fiscal Officer to open the bids received for the 2009 Issue II project.

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|--------------------------|--------------|
| • A. J. Riley, Inc. | \$388,423.80 |
| • Gerken Paving, Inc. | \$386,986.58 |
| • Erie Blacktop, Inc. | \$349,351.51 |
| • Precision Paving, Inc. | \$338,988.71 |

Mr. Coleman moved to accept the bids and forward them to the Erie County Engineer's Office for review. Mr. Dwelle seconded the motion. Under discussion Mr. Dwelle thanked the companies for submitting their bids. Mr. Ferrell then requested that the Fiscal Office call the roll. Roll call: Mr. Dwelle, yes; Mr. Coleman, yes; Mr. Ferrell, yes. Motion approved.

Cheryl Best-Wilke asked if the bids were forwarded to the Engineer's Office for review to be certain that they met the bid specifications. Mr. Ferrell said yes.

The Estimate was \$380,000 for construction costs.

Mr. Ferrell then opened the Zoning Hearing for the addition of regulations for Electrical Wind Energy Conversion Systems.

Resolution #2009-0094
AMEND ZONING REGULATIONS
ELECTRICAL WIND ENERGY CONVERSION SYSTEMS

Mr. Coleman moved to amend the current zoning resolution to:

Article 3 – Add the definition – Wind Energy Conversion Systems – A system converting wind energy into electrical energy. Wind Energy conversions must comply with Article 26, Section 29.

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Article 3.8 – Delete the phrase “or electricity producing windmills”

Article 26 – Conditional Use - Add Section 29 as follows:

**WIND ENERGY CONVERSION SYSTEMS
CONDITIONAL USE
Article 26, Section 29**

- A. Purpose.**
- B. Definitions.**
- C. Applicability.**
- D. Permit Requirement.**
- E. Small Wind Energy Conversion System Requirements.**
- F. Commercial Wind Energy Conversion System Requirements.**
- G. Non-Use.**

A. PURPOSE.

The purpose of this Section is to preserve and protect the public health and safety and to promote the orderly land use and development of Perkins Township by the implementation of standards and procedures by which the installation and operation of Wind Energy Conversion Systems (WECS) (wind turbines) shall be governed as a conditional use in any zoning district of the Township.

B. DEFINITIONS.

- (1) Total Height means the distance measured from ground level to the blade extended at its highest point or to the top of the tower, whichever is the highest.
- (2) Small Wind Energy Conversion System means **one** wind energy conversion system consisting of a wind turbine, a tower and associated control or conversion electronics that will be used primarily to reduce on-site consumption of electrical power.
- (3) Wind Turbine Rotor means that portion of the windmill, which includes the blades, hub, and shaft.
- (4) Wind Turbine Tower means the supporting structure on which the rotor, turbine, and accessory equipment are mounted.
- (5) Commercial Wind Energy Conversion System means a wind energy conversion system consisting of more than one wind turbine and tower producing less than five megawatts, which will be used primarily for off-site consumption of electrical power.
- (6) Wind Turbine means a wind energy conversion system which converts wind energy into electricity through the use of a wind turbine generator or rotor and includes the turbine, rotor, blade, tower, base and pad transformer, if any, and includes wind energy conversion systems designed to mount directly on the roof of existing buildings including residences.
- (7) Applicant means the person or entity filing an application for a conditional use permit under this Article.

C. APPLICABILITY.

- (1) This Section applies to all Wind Energy Conversion Systems (WECS), and Wind Turbines small and commercial, as defined in this section to be constructed and located in Perkins Township after the effective date of this Section.
- (2) Wind Energy Conversion Systems and Wind Turbines constructed or located prior to the effective date of this Section shall not be required to meet the provisions of this Section provided that, any physical modification to such pre-existing Wind Energy Conversion System (WECS) or Wind Turbine that materially alters the size, type and number of any such WECS or Wind Turbine shall require compliance with this Section. If any pre-existing WECS or Wind Turbine is destroyed or damaged to the extent of more than 50 percent of its fair market value as determined by a qualified engineer, at the time of destruction or damage, it shall not be reconstructed except in conformity with this section.

D. PERMIT REQUIREMENT.

- (1) No Wind Energy Conversion System, small or commercial, or Wind Turbine shall be constructed or located within Perkins Township unless a conditional use permit, building permit and a zoning permit have been issued to the applicant.
- (2) The conditional use permit application shall be made in compliance with this Section and be accompanied with the fee for appearances before the Board of Zoning Appeals.
- (3) Any physical modification to an existing and permitted Wind Energy Conversion System or Wind Turbine that materially alters the size, type and number of such WECS shall require a permit modification under this Section. Like-kind replacements shall not require a permit modification

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- (4) Wind Energy Conversion System and Wind Turbines, as defined in this Section, shall not be allowed on the roof of any single-family homes. Roof mounted wind energy conversion system and wind turbines may be located on the roof of commercial or industrial buildings located in the C-1, C-2, I-1, I-2 and MA zoned district after receiving a conditional use permit issued by the Perkins Township Board of Zoning Appeals.

E. SMALL WIND ENERGY CONVERSION SYSTEM REQUIREMENTS.

- (1) Permitted Locations. A small wind energy conversion system is permitted in any zoning district on lots of at least one acre.
- (2) Minimum Lot Size. No small wind energy conversion system shall be erected on any lot less than one acre in size.
- (3) Total Height. For property sizes between one and two acres, the total height of any tower shall not exceed 60 feet. For property sizes between two and five acres, the total height shall not exceed 80 feet. For property sizes greater than five acres, the total height shall not exceed 100 feet.
- (4) Location. No small wind energy conversion system shall be located in any front or side yard.
- (5) Setbacks.
 - (a) Property lines. A small wind energy conversion system or tower shall be set back from the nearest property line, public road right-of-way and communication and electrical line not less than 1.0 times its total height.
 - (b) Inhabited Structures. A small wind energy conversion system or tower shall be set back from the nearest inhabited building not less than 1.0 times its total height unless the building is located on the same lot or parcel.
- (6) Design Standards.
 - (a) Monopole or Freestanding Design. The design of the small wind energy conversion system or tower shall be of a monopole or freestanding design without guy wires.
 - (b) Minimum Blade Height. The minimum height between a wind turbine blade and the ground at the blade's closest point to the ground shall be 30 feet or 30 feet above any structure or obstacle within 100 feet from the tower.
 - (c) Access. No tower shall have a climbing apparatus within 15 feet of the ground. All access doors or access ways to towers and electrical equipment shall be able to be locked.
 - (d) Noise. No small wind energy conversion system shall exceed 60 dBA as measured at the property line or 50 dBA as measured at the nearest neighboring inhabitable building. The applicant shall provide evidence to the Perkins Township Board of Appeals that their installation meets these requirements with the application for a conditional use permit. If it is determined subsequent to installation that the noise requirement is exceeded, use of the wind turbine shall be subject to a cease and desist order issued by the zoning inspector and in addition, the conditional use permit shall be subject to revocation.
 - (e) Visual Appearance. Small wind energy conversion or tower systems shall be finished in a rust-resistant, non-obtrusive finish and color that is non-reflective. No small wind energy conversion system or tower shall be lighted unless required by the FAA. No flags, streamers, decorations, advertising signs of any kind or nature whatsoever shall be permitted on any small wind energy conversion system and/or tower.
 - (f) Electrical Interconnections. All electrical interconnection or distribution lines shall be underground and comply with all applicable codes and public utility requirements.
 - (g) Signal Interference. Efforts shall be made to place small wind energy conversion systems or towers to reduce the likelihood of blocking or reflecting television and other communication signals. If signal interference occurs, both the small wind energy conversion system or tower owner and individual receiving interference shall make reasonable efforts to resolve the problem. The granting of a conditional use permit for the wind turbine shall not constitute authorization or approval by Perkins Township for the signal interference nor relieve the applicant or permit holder from any liability to third parties for signal interference. All small wind energy conversion system or tower shall comply with all applicable federal laws.

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- (7) Permit Applications. Application for a small wind energy conversion system and/or tower shall include the following information:
- (a) Site plan to scale showing the location of the proposed small wind energy conversion system and/or tower and the locations of all existing buildings, structures and property lines, along with distances; and
 - (b) Elevations of the site to scale showing the height, design and configuration of the small wind energy conversion system and the height and distance to all existing structures, buildings, electrical lines and property lines; and
 - (c) Standard drawings and an engineering analysis of the systems tower, including weight capacity and maximum wind resistance design; and
 - (d) A standard foundation and anchor design along with soil conditions and specifications for the soil conditions at the site; and
 - (e) Specific information on the type, size, rotor material, rated power output, performance, safety and noise characteristics of the system; including, the name and address of the manufacturer, model and serial number; and
 - (f) Emergency and normal shutdown procedures; and
 - (g) A line drawing of the electrical components of the system in sufficient detail to establish that the installation conforms to all applicable electrical codes; and
 - (h) Evidence that the provider of electrical service of the property has approved the interconnection of the electrical generator to their grid unless the system will not be connected to the electricity grid.

F. COMMERCIAL WIND ENERGY CONVERSION SYSTEM REQUIREMENTS.

- (1) Permissible Locations: A commercial wind energy conversion system may be permitted as a conditional use (special exception) in any Commercial, Agricultural, and/or Industrial District.
- (2) Minimum Parcel Size: No commercial wind energy conversion system shall be erected on any parcel less than two (2) acres in size without being granted a variance.
- (3) Total height: The total height of a commercial wind energy conversion system shall not exceed 200 feet above ground elevation.
- (4) Setbacks:
 - (a) Property Lines. A commercial wind energy conversion system shall be set back from the nearest property line and public road right-of-way not less than 1.5 times the height of installation.
 - (b) Other Uses. No commercial wind energy conversion system shall be located within 500 feet of a platted subdivision, park, church, school, or playground.
 - (c) Inhabited Structures. A commercial wind energy conversion system shall be set back from the nearest inhabited building, power line or communication line, not less than 1.5 times its total height.
- (5) Design Standards: A commercial wind energy conversion system shall comply with the design standards set forth for small wind energy conversion systems as set forth in these regulations.
- (6) Permit application: A commercial wind energy conversion system shall comply with the permit application requirements set forth in these regulations for small wind energy conversion systems.
- (7) Commercial Wind Energy Conversion Systems - shall not be permitted without approval of a site plan and the issuance of the Conditional Use permit by the Perkins Township Board of Zoning Appeals.

G. NON-USE.

- (1) Any small wind energy conversion system, commercial wind energy conversion system or tower for which a conditional use permit was issued pursuant to this subsection which is not used for one (1) year, excluding non-use during a time when repairs are being undertaken in a timely manner which cannot be completed within one (1) year, shall be removed within the following six (6) months. Failure to remove the system shall be deemed a violation of the Zoning Resolution.
- (2) Any small wind energy conversion system which is non-conforming and which is not used for one (1) years, excluding non-use during a time when repairs are being undertaken in a timely manner which cannot be completed within one (1) year, shall be removed within the following six (6) months. Failure to remove the system shall be deemed a violation of the Zoning Resolution.

H. PENALTIES:

Any violation of any provisions of this section will subject the applicant or permit holder to the issuance of a cease and desist order by the Zoning Inspector as well as subject the applicant or permit holder to revocation of the Conditional Use Permit by the Perkins Township Board of Zoning Appeals and any other applicable remedies as provided by law.

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Mr. Dwelle seconded the motion. Mr. Ferrell asked if Chief Myosky as part-time zoning inspector had anything to add. Chief Myosky said that there would probably be some minor changes in the future, but for now it will allow us to regulate the systems. Cheryl Best-Wilke, member of the zoning commission, added that they review the regulations and asked their questions. Mr. Ferrell said it was definitely needed. Mr. Coleman noted that the regulations covered the noise and height issues. Roll call: Mr. Dwelle, yes; Mr. Coleman, yes; Mr. Ferrell, yes. Resolution adopted.

Mr. Ferrell then opened the Budget Hearing by asking the Fiscal Officer to read the legal advertisement. Mr. Coleman asked, with all our attempts to get the information out to the citizens of the Township, how many people have contacted us to review the budget. Ms. Schaefer said that she had had one person come in today to review and copy the budget. He was advised that it was available on line. After leaning that, he did not require the copy.

Ms. Wilke asked if there were any other changes made after the Budget meeting. Mr. Coleman said that what was discussed in the meeting should have been the final amounts. Ms. Schaefer said that revision #3 was sent to the department heads after the meeting for review and any changes. She had one comment from the Police Department to clarifying the salary account. Mr. Ferrell said he believed that the one area of question was page three of the Fire Department's budget that included the wish list type of items. Ms. Schaefer said that she had re-listened to the recording of the meeting. It was noted at the meeting that \$80,000 of the wish list was include and an amount was included for FEMA projects. Any remaining part of the wish list would be added when the source of funding had been determined, but that she had made no other changes. Chief Myosky said that the amount of his wish list budget was \$3.6 million dollars and that the amount submitted to the County was \$3.2 so there was a \$400,000 discrepancy. Mr. Ferrell corrected the Chief by saying that the Budget had not been submitted yet; that was the purpose of this meeting. Mr. Ferrell asked Chief Myosky if the items needed to be included? Or was he going to include them as he received notification of receiving the grants? Chief Myosky said that he could live with the way it has been prepared, knowing that the items can be added as grants are awarded. Mr. Ferrell asked if the Retirement Amount of \$75,000 had been included? Chief Myosky said that it was included. Mr. Ferrell asked if the Retirement amount was included in the Road & Bridge Fund. Ms. Schaefer said there were Retirement amounts in Road & Bridge and Zoning. The total amount of the 2010 Proposed Budget is \$10,224,267. The 2009 Actual Certification was originally just over \$7 Million of new money and a carryover of \$1.2 Million, for a total of \$8.2 Million.

Resolution #2009-0095

ADOPTION OF BUDGET FOR 2010

Mr. Dwelle moved to adopt the 2010 Proposed Budget in the amount of \$10,224,267. Mr. Coleman seconded the motion. Under discussion, Mr. Dwelle said that this was the first step in the process. After we get firmer numbers from the County Auditor it will be reviewed. Mr. Coleman said that his concern was the decrease in all Revenues on all levels. Ms. Schaefer said that after this is submitted the County Budget Commission reviews the Budgets. In August/September the County will send the amounts that the various levies are expected to generate. The Board will need to pass a resolution to accept the rate. This will be the next step in the process. With no further discussion, the roll was called. Roll call: Mr. Dwelle, yes; Mr. Coleman, yes; Mr. Ferrell, yes. Resolution adopted.

Resolution #2009-0096

SUPPLEMENTAL APPROPRIATIONS

Mr. Coleman moved to amend to appropriations as follows:

1000-610-190-0001 Park – Full time Salaries (\$2,000.00)

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1000-610-190-0002 Park – Part time Salaries \$2,000.00

2221-210-740 Drug Law Enforcement Fund - Equipment \$3,500.00

Mr. Dwelle seconded the motion. Ms. Schaefer explained that the first part is a transfer from full-time to part-time. The second amount is the balance of the in-car cameras. Mr. Ferrell asked if each of the department heads were okay with the changes. Chief Klamar said that they were getting three systems initially to be certain that they are what the wanted. They were. Roll call: Mr. Dwelle, yes; Mr. Coleman, yes; Mr. Ferrell, yes. Resolution adopted.

Mr. Ferrell commented favorably on the improvements in Sartor Park.

Resolution #2009-0097

**AMENDMENT TO COMMUNICATIONS SITE LICENSE AGREEMENT
WITH T-MOBILE CENTRAL LLC**

Mr. Coleman moved to amend the agreement with T-Mobile for the equipment located at 5922 Milan Road (See Actual Amendment, copy attached hereto). Mr. Dwelle seconded the motion. Mr. Coleman asked why the agreement was needed. Mr. Ferrell said that Mr. Coppeler had taken care of the agreement, but it allows more antennas to be attached to the tower. Roll call: Mr. Dwelle, yes; Mr. Coleman, yes; Mr. Ferrell, under advise of council, yes. Resolution adopted.

Resolution #2009-0098

**AMEND AMENDED AGREEMENT WITH
TIMOTHY McCLUNG**

Mr. Coleman moved to amend an amended agreement with Timothy McClung to extend the period for paying the remaining balance of an agreement dated July 17, 2008. The balance of \$5,256.31 is to be paid at the rate of \$250.30 per month at the end of each month for 21 months, starting July 31, 2009 and ending March 31, 2011. Mr. Dwelle seconded the motion. Mr. Ferrell explained that the Township had agreed to pay Timothy McClung one year's salary, \$68,333, over the period of time to vest him in his pension. This was then amended to be paid over a shorter period of time per the request of Mr. McClung. Mr. Ferrell said that he had had a heated conversation with John Coppeler, our legal advisor. Mr. Coppeler said that we were almost obligated by the original agreement to pay him over the period of time needed for the pension. Cheryl Best-Wilke asked why they changed the terms originally. Mr. Ferrell said that he believed that there was a miscalculation on someone's part as to how much time he needed to receive a pension. It is not a change in the total amount of the payment. It is a change in the time only. Mr. Dwelle did note that this was the time period that was included in the original agreement. Roll call: Mr. Dwelle, abstained; Mr. Coleman, yes; Mr. Ferrell, yes. Resolution adopted.

Resolution #2009-0099

**ACCEPT THE LOCAL GOVERNMENT
ALTERNATE DISTRIBUTION FORMULA**

Mr. Coleman moved to accept the Local Government alternate distribution formula as follows:

Step One: MetroParks receives 0.90%

Step Two: Primary Distribution

- Equal to prior years estimated revenue from Department of Taxation
- Distribution based upon subdivision's proportionate share of the average of the prior three (3) years actual distribution of Local Government Funds

Step Three: Secondary Distribution

- Equal to any growth in Local Government Funds based upon current year's estimated revenue in excess of prior year's estimated revenue

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- Distribution based upon the subdivision's proportionate share of the following categories:
 1. average of the prior seven years assessed valuation,
 2. population based upon the most current census,
 3. average of the prior seven years actual General Fund revenues
 4. average of the prior seven years actual General Fund expenditures.

Mr. Dwelle seconded the motion. Mr. Coleman said that it had come to the Board's attention, thanks to the Fiscal Officer, that the Local Government alternate distribution formula had not been reviewed in some time. He wanted to be certain that we are receiving the proper amount. Ms. Schaefer said that she had contacted the County Auditor last week to discuss the matter. He referred the question to Brianne Markley who was researching the matter. Roll call: Mr. Dwelle, yes; Mr. Coleman, yes; Mr. Ferrell, yes. Resolution adopted.

SCHILLER AVENUE ISLAND

The Board received a letter from the Erie County Engineer's office, requesting a resolution prohibiting left turns from Schiller Avenue onto Columbus Avenue. Mr. Ferrell said that he and Mr. Dwelle had had a discussion with the County Engineer regarding this. In the discussion it was agreed to support the right turn in, right turn out, if there was consideration given for the County to install an access road from Schiller to Strub by Schiller Park. Mr. Dwelle said that the Board had suggested other ways to correct the situation. He said that in no way had the Board agreed with this solution. Mr. Dwelle suggested sending a letter to the Engineer's office relaying our concerns. Mr. Coleman agreed. Mr. Dwelle moved to table the request. Mr. Coleman seconded the motion.

Cheryl Best-Wilke asked if the resolution would apply to emergency equipment. While the Board said it did not, they questioned whether there would be enough room for emergency equipment to get through. Mr. Ferrell is to compose the letter.

REPORTS:

The zoning report for the month of June included one commercial addition and one single-family addition. Total collections were \$3,419.17.

DEPARTMENT HEAD REPORTS

Fire Department:

Chief Myosky reported that they had received notification from FEMA that they were in line for a \$13,425 Fire Safety Inspection grant with matching funds of \$672. This was Gary Guendelsberger's last effort in writing a grant for the Knox box program. This will allow the department to purchase 75 boxes to meet the needs of the senior citizens in the Township. This was the estimate provided by Sue Daughtery of Serving Our Seniors.

Resolution #2009-0100

ACCEPT FIRE SAFETY INSPECTION GRANT

Mr. Coleman moved to accept a grant from FEMA for the purchase of Knox boxes. Total amount of the grant is \$13,425 with 5% matching funds of \$672. Mr. Dwelle seconded the motion. Mr. Coleman asked if they could be reused. Chief Myosky said that they could be relocated as people move. Roll call: Mr. Dwelle, yes; Mr. Coleman, yes; Mr. Ferrell, yes. Resolution adopted.

Chief Myosky has submitted another draw request of \$15,428 from the 2008 FEMA Grant, which expires August 9th. He will have approximately \$9,000 of unused funds. He can purchase an additional \$5,000 for equipment. He has drafted a letter for the remaining funds to be used by the Fire Inspection Bureau.

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Ms. Schaefer reminded the Board that the FEMA fund needs to repay a \$16,000 advance made by the General Fund at the end of last year. Mr. Dwelle asked if that was in the process of being taken care of. Ms. Schaefer said that she had not had time to complete a report on the 2008 and 2009 expenses of this FEMA grant. Chief Myosky said that he thought this was a gift since it had not been repaid for a period of time. Ms. Schaefer said that she had not forgotten about the advance and it would be repaid.

Mr. Dwelle asked how the rescue runs for this year compared to last year. Chief Myosky said that they were running consistent with last year. Collection for the EMS billings were exceeding last year.

Mr. Ferrell asked what the plans were for the house on Spenser Avenue that they used for training. Chief Myosky said that the owners were supposed to finish clearing the property.

Highway Department

Superintendent Sternberg did not have anything to report.

Mr. Ferrell thanked Mr. Sternberg for all the work done in Sartor Park. Mr. Coleman echoed the comments.

Mr. Ferrell said that he would like to work on the drainage problem this fall.

Mr. Sternberg is working on a grant for the parks through the Sandusky/Erie County Foundation. The deadline for submission is August 1st.

Police Department

Chief Klamar reported that they had tried to use the speed sign again. They thought the problem was the controller. It had been repaired and the unit still does not work. If it is the motherboard, the estimate is \$400-500 to repair. If it were something else, the cost would be considerably more. The cost for a new smaller model may be less than the cost to repair.

Cheryl Best-Wilke, Pennsylvania Avenue, asked if they had sold all the vehicles. Chief Klamar said they had sold three so far. The Chevy Van will probably be the next vehicle sold.

Mr. Ferrell said that it was nice that there was a change in the philosophy of the Police Department. It is not about the power but the everyday items. Mr. Dwelle agreed that he receives comments almost daily about the change in the police department

TRUSTEES DISCUSSION:

Mr. Coleman commented on the reports noting the decline in revenues for all sources. It is of great concern. He cautioned the department heads to look at trimming wherever possible. Mr. Ferrell said that while the expenses for next year are a concern, they have no control over the income side. He said that next year would be very challenging. Mr. Dwelle said that he wanted to know where all the Federal funds were going because it seems as though the local funds are receiving less.

Mr. Ferrell suggested that the Board send a letter to the school Board to see if there were programs and issues that we could collaborate in and work together on. Mr. Coleman agreed that this should be and can be done.

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NOTICES:

Ms. Schaefer said that the State audit for 2007 and 2008 had been posted on the State's website. Former citations had been fully corrected. There were two comments that have also been also corrected.

The Erie County Auditor had notified the Township of a decrease in the Local Government amount for 2009 in the amount of \$39,149, 13.49%. This goes along with the concern of the in all income sources.

Ms. Schaefer said that the C-2 license mentioned in the Ohio Department of Liquor Control notice for Beck Suppliers is for wine and prepackaged mixed drinks for carryout. The Board had no objection and did not wish a hearing.

PUBLIC FORUM

Beth Frank, Heartbeat of Sandusky, Inc., had requested that the fee for a sign be waived since it creates a burden on them. Chief Myosky said that this had been done in the past. He asked the Board to extend the same courtesy to them. Mr. Ferrell asked if they needed a motion on this. Mr. Dwelle said that it comes under the Zoning Inspector's function.

Cheryl Best Wilke, Pennsylvania Avenue, asked about the tax write offs by the County. She wanted to know if the Township had any input when this was done. No one had been consulted.

Ms. Wilke then asked about the procedure manual that was talked about for the departments. She wanted to know the status. Mr. Ferrell reported that they were getting close to being finished.

Ms. Wilke then wanted to know if the new procedure manual would include anything about the payment of vendors to avoid the payment of late fees and/or interest. Mr. Ferrell said that it was not addressed. Mr. Ferrell said that he saw no reason for being late on payment of invoices. The Board approves the payment when they approve the purchase order. Mr. Coleman said the once the invoice is turned in, it should be paid promptly, and that it only takes two Board members to sign a check. Mr. Ferrell said that the department heads are to have the invoices turned in by Wednesday so that the checks can be processed at the next meeting on Tuesday. Ms. Wilke wanted to know if it was covered in a procedure manual, as it does not make the Township look good when things are paid late. Mr. Dwelle said that it was covered in the last six weeks when the Board came up with the policy that bills to be paid are to be turned in by the department heads by Wednesday so that the checks are ready for signing on the next Tuesday.

EXECUTIVE SESSION

Mr. Coleman moved to go into executive session to discuss personnel issues. Mr. Dwelle seconded the motion. Roll call: Mr. Dwelle, yes; Mr. Coleman, yes; Mr. Ferrell, yes. Motion approved.

Mr. Coleman moved to come out of executive session. Mr. Dwelle seconded the motion. Roll call: Mr. Dwelle, yes; Mr. Coleman, yes; Mr. Ferrell, yes. Motion approved.

ADJOURNMENT

With no further business to come before the Board, Mr. Dwelle moved to adjourn the meeting. Mr. Coleman seconded the motion. The meeting was adjourned at 9:20 pm.

Jeffrey Ferrell, Chairperson

Diane Schaefer, Fiscal Officer