

**Perry Township Board of Trustees**

**Regular Meeting**

**October 6, 2020 6:00 pm**

Fiscal Officer Chessler indicated for the record, the meeting tonight was convened at 6:00 pm by Chairman DeChiara who was in the parking lot of the Township and proceeded with a commemoration and recognition of the service of the Perry Township Fire Department; that meeting concluded at approximately 6:23 pm and the Regular Meeting of the Agenda items will commence at 6:25 pm.

Trustee DeChiara called to order the Perry Township Board of Trustees meeting at 6:31 pm and indicated that the Board would move forward with tonight's Agenda items.

**Call to Order/ Pledge of Allegiance:**

**Pledge of Allegiance – Veteran John Summers**

**Public Speaks: Scheduled Speakers:**

**Excused absence:**

**Additions/Deletions to Agenda:**

Fiscal Officer Chessler indicated that there were two additions to tonight's Agenda; Trustee Haines relayed the addition request from Chief Pomesky regarding an approval request from the Police Department for an 'External Backup Tape' drive; so moved by Trustee Haines; Seconded by Trustee DeChiara.

ROLL CALL: Mr. DeChiara, yes. Mr. Haines, yes. Mr. Shreffler, yes.

Fiscal Officer Chessler indicated that the second addition to tonight's Agenda is one that he is asking the Board to consider regarding additional costs from Virtual Data Works. Mr. Chessler relayed that the Board had previously approved the purchase of computer hardware and services from Virtual Data Works, however, the invoice costs are greater than the amount we were to purchase; Mr. Chessler stated he is asking the Board to affirm and ratify the additional costs for additional items; so moved by Trustee Haines; Seconded by Trustee Shreffler.

ROLL CALL: Mr. DeChiara, yes. Mr. Haines, yes. Mr. Shreffler, yes.

**Public Hearings/Invited Guests:**

**Fire Prevention Week – Service Recognition Ceremony**

**Consider Opening of the 2020 Centerline and Edge Marking of Various Township Roads**

Fiscal Officer Chessler indicated that we have received one bid submitted by JD Striping and Services, Inc.; the bid includes a bid specification summary sheet for the various aspects of the striping for Township roads in the total quoted price of \$33,399.30. Mr. Chessler stated that he would ask the

Board to consider accepting the bid and referring the bid to the Road Superintendent and Law Director for further review and approval.

Trustee Haines made a motion that the Board accept the bid for JD Striping in the amount of \$33,399.30 and forward it on to the Law Director and Road Superintendent to make sure it includes everything that is necessary and if it does, we will proceed forward with it; Seconded by Trustee DeChiara.

ROLL CALL: Mr. DeChiara, yes. Mr. Haines, yes. Mr. Shreffler, yes.

**Communications:**

**Public Speaks on items up for Board Approval:**

**Township Business requiring Board Action:**

**Unfinished Business:**

**New Business:**

Trustee DeChiara stated that the Board will consider the approval of bills in the amount of \$119,375.24 for the week ending September 15, 2020 and bills and payroll in the amount of \$282,359.59 and bills in the amount of \$102,238.27 for the week ending September 29, 2020 for a combined total of \$503,973.10; so moved by Trustee Haines; Seconded by Trustee Shreffler.

ROLL CALL: Mr. DeChiara, yes. Mr. Haines, yes. Mr. Shreffler, yes.

**Fiscal Officer:**

**Consider Amended Certificate**

Fiscal Officer Chessler stated that as the Board is aware, we have received two (2) allocations for the CARES Act funding and as this was not included in the budget that the Board had passed at the first of the year as required, we will have to request the auditor to approve the minutes for our budget with the prepared certificate form. Mr. Chessler stated that he would ask the Board to pass the resolution to approve the amended certificate.

Trustee DeChiara stated that per the recommendation of Fiscal Officer Chessler, made a motion that the Board amend our certificates as per requirements for the Stark County Auditor; Trustee Haines relayed the amount of \$412,169.83; Seconded by Trustee Shreffler.

ROLL CALL: Mr. DeChiara, yes. Mr. Haines, yes. Mr. Shreffler, yes.

**Consider 09/01/20 And 09/15/20 Meeting Minutes**

Trustee DeChiara stated that the Board would consider accepting the meeting minutes from September 1, 2020 and September 15, 2020; so moved by Trustee Haines; Seconded by Trustee Shreffler.

ROLL CALL: Mr. DeChiara, yes. Mr. Haines, yes. Mr. Shreffler, yes.

## **Virtual Data Works**

Fiscal Officer Chessler indicated that we have received invoices from Virtual Data Works regarding the CARES Act purchases for computers and computer-related Surfaces. Mr. Chessler stated that the Board previously approved a certain amount, however, the invoice is reflecting an increased amount; one increase in the amount of \$24.99 for shipping and handling for the Road Department; another increase in the amount of \$589.93 for additional items; and the final increase in the amount of \$684.99 for service and computers, invoice #20191 and invoice #20192, both dated July 24, 2020. Fiscal Officer Chessler stated that he is asking the Board to make a motion to approve these invoices as they have been provided to us. Trustee Haines confirmed those invoice amounts.

Trustee Haines stated that based on that information, made a motion that the Board approve the three invoices from Virtual Data Works, invoice 20191 for an additional \$24.99; invoice 20192 for an additional \$684.89 and the last one, no invoice number for \$589.93; Seconded by Trustee DeChiara.

ROLL CALL: Mr. DeChiara, yes. Mr. Haines, yes. Mr. Shreffler, yes.

## **Administration:**

### **Consider Phase II – Park Restrooms Request for Proposal**

Administrator Fetzer stated that per the direction of the Board, we have gathered the pertinent information to move forward with the next steps for the Phase II – Perry Park Restroom improvement project. Administrator Fetzer indicated that attached before the Board are the supporting documents for the Board’s review and consideration from SoL Harris/Day Architecture.

Additionally, after review and discussion of the proposed designs and features available, Administrator Fetzer requested that the Board please consider making a motion to proceed with the public advertisement of Request for Qualifications from qualified individuals and/or firms to provide their professional services/proposal to demolish and then construct two public restrooms, one each at Regis Perry Memorial Park and Summerdale Park.

Referencing the supporting documents, Trustee Haines inquired of Administrator Fetzer if the amounts listed were the total costs for each restroom or combined; Administrator Fetzer confirmed the approximate total cost per restroom. Trustee DeChiara verified the approximate cost for each restroom to be \$118,000.00; Administrator Fetzer indicated that this was an approximate cost and relayed the demolition and new construction details to be taken into account as well. More brief discussion took place regarding this proposal request.

Law Director Hall gave a brief explanation regarding the proposal process of reviewing the design, putting out the bid and further detail stipulations regarding this request.

Trustee Haines made a motion that the Board proceed with the restrooms for Perry Park and Summerdale Park with advertising for two (2) weeks ending with October 20, 2020 then the sealed bids to us for November 3, 2020 meeting at 6:00 pm opening; Seconded by Trustee DeChiara.

ROLL CALL: Mr. DeChiara, yes. Mr. Haines, yes. Mr. Shreffler, yes.

### **Consider Getz Cleaning Services**

Administrator Fetzer relayed that since COVID-19 has arrived, the Board has employed Getz Professional Cleaning Service to provide cleaning and sanitation services to the Township Administration Office on a monthly basis; Getz Professional Cleaning Service is also utilized at the Road Department on a weekly basis and within our Perry Park System sanitizing the playground equipment and restrooms.

Administrator Fetzer stated that she and Chief Martin are recommending that the Board authorize utilizing Getz Professional Cleaning Services on a weekly basis in the Administration and Fire Administration offices at an hourly rate of \$30.00.

Trustee DeChiara inquired of Administrator Fetzer what the current cleaning service rate per hour was, Administrator Fetzer indicated \$25.00 per hour; additional discussion took place regarding this request.

Trustee Haines stated that based on that information, made a motion that the Board move forward with Getz Cleaning Services to clean the Township administration offices and fire offices at a rate of \$30.00 per hour with an average of two hours on each side of the building to do the cleaning; Seconded by Trustee Shreffler.

ROLL CALL: Mr. DeChiara, yes. Mr. Haines, yes. Mr. Shreffler, yes.

### **Fire Department:**

#### **Consider Sealing Fire/Administration Parking Lot**

Chief Martin stated that he wanted to first thank the Board for their hand at the recognition ceremony this evening and stated his appreciation for all of their efforts.

Chief Martin stated that the Fire Department is requesting that the Board of Trustees authorize Vasco Asphalt Company to seal the Administration and Fire Administration parking lots at a cost not to exceed \$2,897.00. Chief Martin referenced the supporting documents and indicated that he has provided three (3) quotes, Vasco being the lowest quote.

Trustee DeChiara stated that based on the recommendation of Chief Martin, made a motion that the Board approve the hiring of Vasco Asphalt for \$2,897.00 for sealing the parking lot of the Fire Administration and the Township Administration; Seconded by Trustee Haines.

ROLL CALL: Mr. DeChiara, yes. Mr. Haines, yes. Mr. Shreffler, yes.

#### **Consider Parking Lot at Station #1**

Chief Martin stated that the Fire Department is requesting that the Board of Trustees authorize the Fire Department to enter into a contract with Hensel's Paving to replace the parking lot at Station #1 at an estimated cost of \$13,140.00. Chief Martin stated the reason why he is stating estimated is because until they (Hensel's) are able to peel off that layer of asphalt, they will not know what the base looks like and have stated in their quote that 'there was a possibility for the ground to be unstable under the asphalt. If this happens, they will meet on site immediately to determine a plan of action and any additional costs.'

Trustee DeChiara inquired of the Board members if some kind of limitation should be put upon the resurfacing amount; Law Director Hall indicated that per the Board's direction, if the estimated amount is different, Chief Martin can bring that back before the Board with a change order request.

Trustee Haines stated that based on that information, made a motion that the Board approve the paving at Station #1 at an estimated cost of \$13,140.00; the parking lot is over 25 years old, and move forward with getting it paved; Seconded by Trustee DeChiara.

ROLL CALL: Mr. DeChiara, yes. Mr. Haines, yes. Mr. Shreffler, yes.

#### **Consider Smoke Alarm Purchase**

Chief Martin stated that the Fire Department is requesting that the Board of Trustees authorize the purchase of 1200 Kidde P3010L lithium battery operated (10-year) photoelectric smoke alarms from Home Depot at a cost of \$10.98 per alarm for a total cost of \$13,176.00; Chief Martin indicated that this purchase is the initial purchase of smoke alarms to comply with the Fire Prevention Grant that was awarded to Perry Township Fire Department in the amount of \$58,000.00.

Trustee Haines stated that based on that information, made a motion to approve the purchase of 1200 Kidde P3010L lithium battery photoelectric smoke alarms from Home Depot with a cost not to exceed \$13,176.00; Seconded by Trustee DeChiara.

ROLL CALL: Mr. DeChiara, yes. Mr. Haines, yes. Mr. Shreffler, yes.

#### **Consider Rite Aid/Flu/Vaccination Contract**

Chief Martin stated that the Fire Department is requesting that the Board of Trustees authorize the Township to enter into a contract with Rite Aid Pharmacy to provide Flu Vaccinations to any part-time employee who wishes to be vaccinated; this request is part of the CARES Act funding. Chief Martin gave a brief explanation regarding this vaccination contract and relayed that Rite Aid has provided us with a contract that was then reviewed by Law Director Hall and was found to be legally sufficient; Chief Martin indicated that the department is seeking Board approval regarding this vaccination program.

Trustee DeChiara stated that based on the information from Chief Martin, made a motion that the Board approve the purchase out of the CARES funding, \$28.00 per shot for the quadrivalent vaccine and \$78.99 for the 65 and older group; Seconded by Trustee Haines.

ROLL CALL: Mr. DeChiara, yes. Mr. Haines, yes. Mr. Shreffler, yes.

#### **Consider Resignation of Part-Time Firefighter Tim Sibia**

Chief Martin stated that the Fire Department is requesting that the Board of Trustees accept the resignation of part-time firefighter Tim Sibia effective Tuesday, October 6, 2020, resignation letter attached before the Board.

Trustee DeChiara made a motion that the Board accept the resignation of part-time firefighter, Tim Sibia, effective October 6, 2020; Seconded by Trustee Haines.

ROLL CALL: Mr. DeChiara, yes. Mr. Haines, yes. Mr. Shreffler, yes.

**Consider CARES Act Funding Requests**

Referencing tonight’s Agenda and supporting documents, Chief Martin indicated that both the Fire Department and Police Department have CARES Act funding requests on the Agenda for the Board’s consideration and inquired if the Board wanted to consider these requests together.

Law Director Hall interjected that a proposed resolution was prepared by outside counsel, Attorney Greg Beck specifically analyzing the CARES Act funding information for all the departments, Fire, Police, Road. Additionally, Mr. Hall stated he would suggest for the benefit of the Fiscal Office, as soon as the tally is made for all of these departmental CARES Act items, that they be submitted so that Board approval can be made.

Trustee DeChiara stated that based on all the information examined tonight on the CARES Act purchases from Attorney Greg Beck and Law Director Hall, made a motion that the Board make a lump, group purchase for CARES Act funding purchases for Fire, Police and Road; Trustee Haines also added and based on everything on the Final Agenda tonight; Seconded by Trustee Haines.

ROLL CALL: Mr. DeChiara, yes. Mr. Haines, yes. Mr. Shreffler, yes.

Fiscal Officer Chessler verified that the Agenda items, CARES Act funding request then to the Fire, Police and Road Departments are all considered under that; Trustee DeChiara confirmed yes.

**Police Department:**

**Consider CARES Act Funding Requests**

**External Back Up Tape**

Chief Pomesky referenced the supporting documents and indicated that attached for the Board of Trustees review and approval is a quote from NEO Digital for a tape backup drive from DELL. Chief Pomesky indicated that their current tape backup drive is not only reaching the end of its service life, but is also running out of the capacity to back the data up in the Police Department.

Chief Pomesky stated that the total price to replace the hardware for this is \$6,286.90; there is only one quote for this purchase since no matter what vendor they would use, they will receive the same pricing through their Dell account; this also keeps the hardware congruent with what is needed to operate with their software in-place.

Trustee DeChiara stated that based on the information and recommendation presented by Chief Pomesky, as well as the review from the Law Director made a motion that the Board approve the purchase of the tape backup drive from DELL in the total amount of \$6,286.90; Seconded by Trustee Haines.

ROLL CALL: Mr. DeChiara, yes. Mr. Haines, yes. Mr. Shreffler, yes.

**Road and Park Department:**

**Law Director:**

**CARES Act Opinion Letter and Resolution**

**Zoning:**

**Consider Permit Waiver Request of Stark County Engineer**

Zoning Inspector Cugini stated that his department has received a permit waiver request from the Stark County Engineer to waive the zoning permit application fee to replace their current security building with a new security building structure. Mr. Cugini referenced zoning resolution 1302.3A which would allow another government entity to issue or ask for a waiver of a permit fee. Trustee Haines inquired what the total cost of the permit fee would be; Mr. Cugini verified the proposed permit fee would be in the amount of \$264.40.

Trustee Haines stated that based on the information presented to the Board tonight, made a motion that the Board waive the permit fee for the Stark County Engineer in the amount of \$264.40; Seconded by Trustee Shreffler.

ROLL CALL: Mr. DeChiara, yes. Mr. Haines, yes. Mr. Shreffler, yes.

**Problem Properties:**

**Executive Session(s):**

**Department Matters Not Requiring Board Action:**

**Administration:**

**Fire Department:**

**Police Department:**

**Road Department:**

**Parks/Recycling:**

**Zoning:**

**Law Director:**

**Announcements:**

~October 4<sup>th</sup> through 10<sup>th</sup> is National Fire Prevention Week. This year's safety theme is "Serve Up Fire Safety in the Kitchen". We want to remind Perry Township residents that the Perry Township Fire Department offers free smoke alarms for your residence that are installed by Township firefighters. The Fire Department also offers free reflective address signs. Visit [perrytwp.com](http://perrytwp.com) to request alarms and/or a reflective address sign.

~Yard Waste Site at 1500 Jackson Ave. SW, Monday, Wednesday and Saturday -- 8 am to 4 pm.

~Perry Township is hosting "Operation Christmas Spirit 2020" – Help A Hero! There is a Special Red/White/Blue Veterans Christmas tree in our lobby recognizing our Perry Veterans, past and present. Feel Free to deliver a gift card of any type to be given to Perry Township Veterans for their service to our great country. Visit [www.perrytwp.com](http://www.perrytwp.com) for details.

~Fall Leaf Drop Off – October 17<sup>th</sup> through November 22<sup>nd</sup> – Weekdays 7 am to 2:30 pm; Saturday and Sunday, 8 am to 3:30 pm. Closed November 11<sup>th</sup>, Veterans Day – Visit [www.perrytwp.com](http://www.perrytwp.com) for details.

~Perry Township Trick or Treat will be recognized on Saturday, October 31, 2020 from 3:00-5:00 pm.

**Adjournment:**

With nothing further to come before the Board, Trustee DeChiara made a motion to adjourn the meeting at 7:09

pm; Seconded by Trustee Haines.

ROLL CALL: Mr. DeChiara, yes. Mr. Haines, yes. Mr. Shreffler, yes.

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Ralph DeChiara Jr., President

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Craig Chessler, Fiscal Officer