

Minutes of the Board of Licking Township Trustees, Regular Meeting held at Licking Township Fire Station #600, Jacksontown, OH at 7:30 p.m., on March 16, 2020.

Mr. Holman called the meeting to order with the following members present: John Cormican, John Holman, Dave Miller and Andrea Lynch.

Others Present: N/A

The Pledge of Allegiance was recited.

Minutes were distributed, approved, and signed by the Trustees.

Mr. Miller made a motion to approve expenditures totaling \$24,915.53

Mr. Cormican seconded the motion.

Roll Call: Cormican, yes; Holman, yes; Miller, yes.

There are funds on hand or in the process of collection to pay the attached listed bills. _____, Fiscal Officer.

CORRESPONDENCE:

1. ODOT email re: 2020-21 Salt Contract Purchasing Info
2. Gravestone Transformation Quote re: Jacksontown Cemetery
3. First Federal Letter re: CDARS interest error
4. Medical Mutual of Ohio letter re: COVID-19 measures
5. CareWorks Comp letter/invoice re: Renewal
6. LC Health Dept COVID-19 Meeting Agenda 3/17/2020.

The Fiscal Officer presented CareWorks Comp Renewal in the amount of \$1362.00. A discussion took place. The Board authorized the Fiscal Officer to renew the contract as presented.

The Fiscal Officer stated that LTWP still has 200 tons of salt to take prior to 3/31/2020 and that Mr. Mills recommends LTWP consider contracting in 2020-21 for 200 tons. A discussion took place.

Mr. Miller made a motion to accept the following:

**RESOLUTION AUTHORIZING PARTICIPATION
IN THE ODOT ROAD SALT CONTRACTS AWARDED IN 2020**

WHEREAS, the Licking Township Trustees (hereinafter referred to as the "Political Subdivision") hereby submits this written agreement to participate in the Ohio Department of Transportation's (ODOT) annual road salt bid in accordance with Ohio Revised Code 5513.01(B) and hereby agrees to all of the following terms and conditions in its participation of the ODOT road salt contract:

- a. The Political Subdivision hereby agrees to be bound by all terms and conditions established by ODOT in the road salt contract and acknowledges that upon award of the contract by the Director of ODOT it shall be bound by all such terms and conditions included in the contract; and
- b. The Political Subdivision hereby acknowledges that upon the Director of ODOT's signing of the road salt contract, it shall effectively form a contract between the awarded salt supplier and the Political Subdivision; and
- c. The Political Subdivision agrees to be solely responsible for resolving all claims or disputes arising out of its participation in the ODOT road salt contract and agrees to hold the Department of Transportation harmless for any claims, actions, expenses, or other damages arising out of the Political Subdivision's participation in the road salt contract; and

d. The Political Subdivision's electronic order for **200 tons** of Sodium Chloride (Road Salt) will be the amount the Political Subdivision agrees to purchase from its awarded salt supplier at the delivered bid price per ton awarded by the Director of ODOT; and
e. The Political Subdivision hereby agrees to purchase a minimum of 90% of its electronically **submitted** salt quantities of **200 tons** from its awarded salt supplier during the contract's effective period; and
f. The Political Subdivision hereby agrees to place orders with and directly pay the awarded salt supplier on a net 30 basis for all road salt it receives pursuant to ODOT salt contract; and
g. The Political Subdivision acknowledges that should it wish to rescind this participation agreement it will do so by written, emailed request by no later than Friday, April 24 **by 12:00 p.m.** The written, emailed request to rescind this participation agreement must be received by the ODOT Office of Contract Sales, Purchasing Section email: Contracts.Purchasing@dot.ohio.gov by the deadline. The Department, upon receipt, will respond that it has received the request and that it has effectively removed the Political Subdivision's participation request. Furthermore, it is the sole responsibility of the Political Subdivision to ensure ODOT has received this participation agreement as well as the receipt of any request to rescind this participation agreement. The Department shall not be held responsible or liable for failure to receive a Political Subdivision's participation agreement and/or a Political Subdivision's request to rescind its participation agreement.

NOW, THEREFORE, be it ordained by the following authorized person(s) that this participation agreement for the ODOT road salt contract is hereby approved, funding has been authorized, and the Political Subdivision agrees to the above terms and conditions regarding participation on the ODOT salt contract.

Mr. Holman seconded the motion.

Roll Call: Holman, yes; Miller, yes; Cormican, yes.

The Fiscal Officer presented the annual appropriation resolution and final appropriation report.

Mr. Miller moved the adoption of the following:

TOWNSHIP ANNUAL APPROPRIATION RESOLUTION

RESOLUTION #03-16-2020PA

Ohio Revised Code Section 5705.38

BE IT RESOLVED by the Board of Trustees of Licking Township, Licking County, Ohio, that to provide for the current expenses and other expenditures of said Board of Trustees, during the fiscal year ending December 31, 2020, the following sums be and the same are hereby set aside and appropriated in the amount of \$4,110,357.77 for the several purposes for which expenditures are to be made for and during said fiscal year, as attached.

Mr. Cormican seconded the motion.

Roll Call: Cormican, yes; Holman, yes; Miller, yes.

On behalf of Fire Chief Mike Wilson, Mr. Holman presented 1 application for consideration.

Mr. Holman made a motion that the LTWP Board of Trustees authorize Fire Chief Wilson to hire Timothy Miller as a probationary part-time FF2/EMT.

Mr. Cormican seconded the motion.

Roll Call: Miller, yes; Cormican, yes; Holman, yes.

On behalf of Zoning Inspector Doug Howell Mrs. Lynch gave the Zoning Report. There were 6 permits issued as follows:

Mark Huhn - National Road - Billboard - \$2730.00

Terri & Heidi Rowland - Cristland Hill - Deck - \$125.00

Ronald & Diane Jedlicka - Cristland Hill - New Home - \$255.20
Jonathan Green - Ridgely Tract - New Home - \$351.00
Blair & Robert Phillips - Linnville - New Home - \$300.05
James & Patricia Rader - South Fork - Addition - \$125.00

- Mr. Holman provided an update on Vacation of Lexington Avenue - Seth Ellington request
- Mr. Cormican provided an update on Edgewater Beach - Lakeshore camper situation & Ridgely Tract Rd property
- Mr. Miller reported on repairs to the John Deere Tractor and truck repairs at Coughlin.

Mr. Miller & Mr. Holman distributed copies of evaluations for the Road Dept personnel and Fire Chief.

Mr. Holman indicated that due to the COVID-19 pandemic, the items slated to be sold on GovDeals has been tabled.

A discussion took place regarding the status of the OPW project.

A discussion took place regarding the COVID-19 pandemic and business continuity plans moving forward.

Mr. Holman moved adoption of Resolution 3-16-2020-COVID-19 as follows:

Whereas, our number one priority every day is the health and safety of our employees and the community we serve.

And, in response to the Coronavirus (COVID-19) pandemic and recent actions of Governor DeWine, we are taking the following steps to protect our employees and those whom we serve,

Therefore, be it resolved that **effective March 17th through May 31, 2020**, the following safety measures will be implemented:

- Reducing LTWP Trustee Regular Meetings to 1 meeting per month. There will be no disruption to payroll/bill processing and timing.
- Cancelling ALL non-essential LTWP business meetings including: Zoning Meetings; Zoning Hearings; non-essential classes held at LTFC; Public use of the Renner Conference Room for social gatherings (i.e. Girl Scouts/Boy Scouts); work sessions and the like.
- No vendors/salespeople are allowed in any township owned buildings. This does not include delivery vendors such as UPS, FedEx, Cintas, that deliver products we need to conduct normal business. LTFC & the Road Garage will set-up a single drop-off point for deliveries at their building.
- No visitors are allowed in any township owned building. This does not include anyone seeking emergency help or LTWP employees/elected officials conducting regular business. LTWP employees and officials will be required to follow recommended public health procedures (i.e. hand sanitizer, hand washing, no direct physical contact, physical distancing).
- The following non-critical services will be suspended: Zoning Text Change Requests, Zoning Map Change Requests; Zoning Variance Requests; and Conditional Use Permit Requests as these may result in large group gatherings.

- We will ONLY accept CHECKS or CASHIER'S CHECKS at this time for Township services such as: Zoning Permit Fees; Cemetery Fees; Inspection Fees; etc. (This is due to auditing requirements for cash handling vs check handling).
- Increasing cleaning and sanitization protocols for the Fire Station & Road Garage buildings
- Providing hand sanitizer and disinfectant cleaning supplies to our Fire Station, Road Garage, Zoning Inspector, & Elected Officials.
- Closely monitoring the health and well-being of employees (i.e. if you are sick, stay home)
- Full-time hourly/salary employees are eligible for paid time off (without using sick days) if sick due to COVID-19 symptoms and/or quarantined due to COVID-19 exposure.
- Working with the CDC and other government officials to follow recommended guidelines
- Providing our community with COVID-19 informational resources via our township website
- Providing notice of township meeting cancellations/updates via township website and posting notices at the Road Garage and Fire Station.
- Asking All LTWP employees and elected officials to follow these basic guidelines: If you are sick, stay home and contact your supervisor. If you have been exposed to someone who is sick/been diagnosed with or presumed to have COVID-19, stay home and contact your supervisor. Follow all established health and safety protocol for your department. Wash your hands frequently and use hand sanitizer.

Licking Township is committed to continuing to provide Fire/EMS, Road Maintenance, Zoning Permit, & Cemetery Services to our community during this unprecedented time.

The Licking Township Board of Trustees hereby acknowledge that the adoption of the aforementioned resolution may be subject to change in accordance with additional information provided by the Governor of Ohio and/or Federal, State, or Local government directives.

Mr. Miller seconded the motion.

Roll Call: Cormican, yes; Holman, yes; Miller, yes.

Mr. Miller moved the adoption of Licking Township Resolution 3-16-2020-1 as follows:

Whereas, the health and safety of all Licking Township employees, officials, and community members are of the highest priority, and in response to the National Emergency & State Emergency declared in response to the Coronavirus COVID-19 pandemic, the Licking Township Board of Trustees hereby cancel the Licking Township Board of Trustees regular meetings scheduled for April 6, 2020, and May 4, 2020. Further, the regular board meetings scheduled for April 20, 2020, and May 18, 2020, will be rescheduled from 7:30 p.m. to 10:00 a.m. on those respective dates.

The Licking Township Board of Trustees hereby acknowledge that the adoption of the aforementioned resolution may be subject to change in accordance with additional information provided by the Governor of Ohio and/or Federal, State, or Local government directives.

Mr. Cormican seconded the motion.

Roll Call: Cormican, yes; Holman, yes; Miller, yes.

Mr. Holman moved the adoption of Licking Township Resolution 3-16-2020-2 as follows:

In accordance with Licking Township Resolution 3-16-2020-1, Ohio Revised Code 5502.24(B), and in an effort to prevent disruption to Licking Township employee payroll disbursement, vendor bill payments, and distribution of said disbursements during the Coronavirus (COVID-19) pandemic, the

Licking Township Board of Trustees hereby authorize the Fiscal Officer to disburse payroll checks and vendor payments for township expenses for the period of March 16, 2020 – March 31, 2020 as a special check disbursement and special check signing.

And, the Licking Township Board of Trustees hereby authorize the Fiscal Officer to disburse payroll checks and vendor payments for township expenses for the period of April 16, 2020 – April 30, 2020, as a special check disbursement and special check signing.

The Fiscal Officer will provide UAN Payroll Payment Listing Reports for each respective special check disbursement for Trustee approval at the next regular Board meeting following the special check disbursement.

The Licking Township Board of Trustees hereby acknowledges that the adoption of the aforementioned resolution may be subject to change in accordance with additional information provided by the Governor of Ohio and/or Federal, State, or Local government directives.

Mr. Miller seconded the motion.

Roll Call: Cormican, yes; Holman, yes; Miller, yes.

There was no public comment.

Mr. Miller made a motion to adjourn the meeting @ 9:48 p.m.

Mr. Cormican seconded the motion.

Roll call: Cormican, aye; Holman, aye; Miller, aye.

Attest

March 16, 2020