

Minutes of the Board of Licking Township Trustees, Regular Meeting held virtually via Zoom Conferencing 10:00 a.m., December 21, 2020.

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

Others Present: Ed Monroe, Mike Wilson, Sam Broska, Kyle Weekly.

Minutes for 12/07/2020 were distributed and approved by the Trustees. Minutes for Records Commission Meeting 12/07/2020 were distributed and approved by Trustee Holman and the Fiscal Officer.

Mr. Holman made a motion to approve a special check disbursed to Ag Pro on 12/15/2020 totaling \$560.34.

Mr. Miller seconded the motion.

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

Mr. Miller made a motion to approve expenditures totaling \$174,882.34

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.

The Fiscal Officer presented the following cemetery deed for signatures:

- Deed #177 Dwight Brown-Jacksontown Cemetery 3rd Add.Lot E-14; Graves #3&4

The Fiscal Officer requested consideration for a special check run date of 12/31/2020.

Mr. Holman made a motion authorizing the Fiscal Officer to disburse checks via special check run on 12/31/2020 to finalize payroll and bills.

Mr. Miller seconded the motion.

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

The Fiscal Officer presented information regarding an additional sub-grant of funds received from Bowling Green Township totaling \$2332.61 directed for use for personnel expenses for LTFC.

Mr. Holman made a motion that LTWP accept the sub-grant monies of \$2332.61 from Bowling Green Township to reimburse LTFC payroll expenses for those employees substantially dedicated to COVID since March 2020.

Mr. Cormican seconded the motion.

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

Mr. Holman made the following motion:

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 \$4,361,342.15 + 2020 CARES Act Relief Fund Sub grant monies from Bowling Green Township Totaling \$2332.61 totaling \$4,363,674.76 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.

CORRESPONDENCE:

1. LC Auditor's office - new amended certificate
2. CARES Act re-distribution chart
3. Grassroots Clippings Article re: Trustee & F.O. compensation chart
4. BWC letter re: Careworks merger to CompManagement Health System
5. PNB letter re: Increase of Road Dept. credit limit to \$3200
6. CFLP Solid Waste District: Annual survey for trash and recycling

Mrs. Lynch indicated that she has filed for the 2020 MORE Grant for \$500.00 for the Road Dept. Mr. Holman thanked the Fiscal Officer for applying for the funds every year. The Board concurred.

Chief Wilson reported the following:

- 1) To date there have been 1207 runs in 2020 (record #)
- 2) M601 repairs to heat valve
- 3) Kyle Weekly has applied for FEMA Public Assistance Grant for \$15,000.00 reimbursement for 75% of hours used on squads for COVID.

The Board thanked both Captain Broska and Assistant Chief Weekly for their efforts in obtaining the grant.

Chief Wilson presented updates to CRF Projects #1-4 as follows:

Project #1 IT: IT items received. Stanley door supplies delayed due to supply chain disruption due to COVID.

Project #2 Power Cot/Stair Chair: Ordered. Due to supply chain disruption due to COVID, will not receive the product prior to year-end.

Project #3 LED Message Board: Install slated for 1/18/2021 due to message board being delayed due to supply chain disruption due to COVID.

Project #4 Air Purification: Houston Plumbing still awaiting Halo Lights which are delayed due to supply chain disruption due to COVID.

Project #5 Touchless Dispensers: No remaining funds were available. Project cancelled.

Chief Wilson presented suggestions for use of the re-distributed CRF monies totaling \$20,644.97 as follows:

- 1) Purchase approx. 30 SCBA masks so that each LTFC personnel will have their own mask. Currently have to share masks. Approx. Cost \$7800.00
- 2) 2nd set of gear (8 sets total) which could be used rotationally so that gear could be washed and sanitized Approx. Cost \$18,360.00
- 3) Individual safety vests eliminate cross-contamination \$1600.00

Andrea Lynch presented the Zoning Report on behalf of Doug Howell. There was one permit issued as follows:

- Dave Parkhill - National Road - Addition to existing building - \$75.00
- Mrs. Lynch reported that the above permit was #96, a zoning record.

A lengthy discussion took place regarding the utilization of the re-distributed CRF monies to LTWP totaling \$20,644.97. Brief synopsis below:

Mr. Cormican and Mr. Miller presented estimates for the purchase of a new pick-up truck for the Road Department with prices ranging from \$26,995.00 to \$29,968.00. Mr. Cormican and Mr. Miller reported their research verifying that CRF monies could be used towards the purchase of the truck. A discussion took place regarding the truck, options, delivery, meeting COVID guidelines, etc.

Chief Wilson provided additional details regarding the SCBA masks, gear, and vests. A discussion took place regarding the equipment, options, delivery, meeting COVID guidelines, etc.

Mrs. Lynch advised the Board that regardless of the purchase/project it must meet the following criteria:

- 1) Necessary expenditure incurred due to the public health emergency with respect to COVID-19
- 2) Expenditure was not accounted/budgeted for in 2020
- 3) Necessary expenditure incurred during the period that begins on 3/1/20-12/30/2020

Mrs. Lynch reported that according to OBM Gene Berry, Finance Manager, if the CARES Act deadline does not get extended, 12/30/2020 is the deadline where goods must be received and/or services rendered, unless there is a supply chain interruption as per the US Treasury guidance document. Even in that case, with unspent funds due back on 2/1/2021, any item ordered with the requirements of the 3 criteria fulfilled, would still need received prior to 2/1/21.

Mr. Cormican and Mr. Miller said that they did not think the truck would be received prior to the current 2/1/21 deadline.

Mr. Miller stated that if the Board would consider a 1st quarter purchase of a new pick-up truck for the Road Dept., he would support the CRF monies of \$20,644.97 being utilized for fire gear. A discussion took place regarding masks vs fire gear.

Mr. Holman stated that he could support the purchase of a new pick-up truck in 2021 and the Board agreed to table the truck to January 2021.

Mr. Cormican stated that both the truck and the masks have the potential to not meet the received by deadline of 2/1/21 however cited that the masks are a more likely choice.

A discussion took place regarding the proposed projects from Chief Wilson.

Mr. Miller made a motion that LTWP authorize Fire Chief Wilson to utilize CRF monies totaling \$20,644.97 towards the purchase of upgraded safety (SCBA) masks for LTFC personnel.

Mr. Cormican seconded the motion.

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

Mr. Cormican will obtain finalized estimates for pick-up trucks and present at next meeting.

A discussion took place regarding business continuity in January 2021.

Mr. Holman made a motion that LTWP continue to hold LTWP Trustee meetings virtually via Zoom at 10:00 a.m. through January 31, 2021 with all other township meetings remaining cancelled until further notice.

Mr. Miller seconded the motion.

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

**Mr. Miller excused from meeting due to appointment.

Public Comment - none.

Mr. Cormican made a motion to adjourn the meeting @ 12:48 p.m.

Mr. Holman seconded the motion.

Roll call: Cormican, aye; Holman.

December 21, 2020

Attest