

**VERMILION TOWNSHIP BOARD OF TRUSTEES*****Record of Proceedings  
Minutes to Regular Meeting Held 4/15/20***

Meeting was called to order at 8:00 a.m. by Chairman Charles T. Trinter.

Pledge of Allegiance.

Present: Charles T. Trinter, Trustee; Ronald L. Dickel, Trustee; Carl E. Hill, Trustee; Brenda J. Zsebik, Fiscal Officer; Robert Kurtz, Building Official/Zoning Administrator; Frank R. Triana, Vermilion Township Fire Chief; Tina L. Karres, Township Secretary.

MOTION BY R. Dickel, second by C. Hill to approve minutes to regular meeting held 3/18/20, to emergency meeting held 3/23/20, and emergency meeting held 4/7/20 and dispense with the reading of the minutes. Roll Call – R. Dickel, yes; C. Trinter, yes; C. Hill, yes; Motion Carried.

MOTION BY R. Dickel, second by C. Hill to disapprove minutes as written to special meeting held 4/6/20 and dispense with the reading of the minutes. Roll Call – R. Dickel, yes; C. Trinter, no; C. Hill, no; Motion Carried.

MOTION BY C. Trinter, to approve minutes to special meeting held 4/6/20 and dispense with the reading of the minutes. Motion dies for the lack of a second. Trustee Hill stated, "I'll second it" Chairman Trinter asked, "Do you want to second it?" Trustee Hill stated, "Yes, I want to second it. I was slow, sorry." Roll Call – R. Dickel, no; C. Trinter, yes; C. Hill, yes; Motion Carried.

MOTION BY (Noone) , second by C. Hill to accept the Treasurer's Report and Financial Packet dated 4/14/20. Roll Call – R. Dickel, yes; C. Trinter, yes; C. Hill, yes; Motion Carried.

MOTION BY R. Dickel, second by C. Trinter to approve and pay warrants 24351 through 24435 (22-2020, 23-2020, 24-2020, 24238 Adjustments). Warrants totaled \$81,621.59. Roll Call – R. Dickel, yes; C. Trinter, yes; C. Hill, yes; Motion Carried.

**AUDIENCE PARTICIPATION:**

No audience participation.

**SPEAKERS:**

None present.

**CORRESPONDENCE:**

Letter dated April 6, 2020 from Dean Wikel, Erie Materials, Inc. listing the 2020 Season Asphalt Pricing. The anticipated startup date is Monday, April 13, 2020. Prices may change with little or no notice.

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**BUILDING OFFICIAL/ZONING ADMINISTRATOR:**

Building Official/Zoning Administrator, Robert Kurtz, reported for March the Zoning Department issued 2 zoning permits with a total fee collection of \$413.95; the Building Department issued 6 permits with a total fee collection of \$2,024.75 and there were 3 reinspection fees at a cost of \$225.00 for a total revenue collection of \$2,249.75.

The Ohio Building Official Conference that was cancelled due to the Coronavirus (COVID-19) quarantine has been rescheduled for November 1, 2020 through November 3, 2020 to be held at the same location in Akron, Ohio.

**VERMILION TOWNSHIP FIRE DEPARTMENT:**

Chief F. Triana's report: Fire Runs between 4/1/20 – 4/14/20. Brush Fire – 1; EMS – 13; Tree/Wires down – 1; Commercial Fire Alarm – 1, YTD: 179 Runs.

Duty crew installed new electrical cord reel for Bay #8.

The Chief ordered the last of the rope rescue equipment items needed to complete a second haul system and should be receiving this week.

Assistant Chief Kurtz and firefighters are in the process of re-doing the air compressor room to better utilize the space.

The Chief provided information of activities for the Fire Department runs and things of that nature to the Board regarding the last two weeks in March.

**NORTHERN OHIO RURAL WATER REPRESENTATIVE:**

None present.

**OLD BUSINESS:**

Chief Triana stated that communications between the fire department and the Erie County Health Department over the last week have become much stronger during the COVID-19 pandemic. Sheriff Sigsworth is the lead person and Peter Schade MPH, RS-Health Commissioner is giving him a daily update. All protocols issued from the State of Ohio and laid out by University Hospital and Erie County Health Department, are being followed.

Mr. Kurtz, Building Official/Zoning Administrator asked the Board if they had time to review the revised Resolution 98-20 or if they had any questions regarding the revisions. The Prosecutor would like the township to have updated code before confronting any properties in the township.

Trustee Dickel brought up for discussion purchasing a Redi Driver (post driver) for the road crew since they have been borrowing one to date and mentioned it had not always been readily available. He explained the posts will be changed with new tubing and they cannot drive the post in like they had done previously since it will cause damage to the base. Two quotes have been obtained for a post

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driver. The first quote is from Polen Implement at a cost of \$3,666.86 and the second quote is from Redi Driver at a cost of \$2,588.00. Redi Driver also includes free shipping.

MOTION BY R. Dickel, second by C. Hill authorizing to purchase a Rediboss (78 model) post driver from Redi Driver at a cost of \$2,588.00. Roll Call – R. Dickel, yes; C. Trinter, yes; C. Hill, yes; Motion Carried.

Trustee Dickel brought the topic of Spring Clean-up for discussion. Trustee Trinter felt it should be postponed out of concern for COVID-19, and trying to keep everyone safe. Trustee Dickel agreed that it should be postponed until further notice.

MOTION BY R. Dickel, second by C. Trinter authorizing to postpone the Annual 2020 Spring Clean-Up (May 8<sup>th</sup> and 9<sup>th</sup>) until further notice and re-evaluate at a later date. Roll Call – R. Dickel, yes; C. Trinter, yes; C. Hill, yes; Motion Carried.

Trustee Hill stated he had been watching the news and, has it on his phone if anyone would like to see it, Vice-President Pence is the head of this. Although the President wants to put this behind us as quick as possible, he is hesitant to jump the gun on it, per the backlash plus people could get re-infected. Now Pence quoted it could be another three weeks or even three months, but they figure that once the temperature stays the same, that it is going to make the virus dormant. Trustee Hill stated very few people get the flu in the summertime. So, that being said, it was brought up at the meeting that everyone wasn't in attendance at (Fiscal Officer and Township Secretary). The first week we had everyone down on pay. Then we were going to make a decision on what to do. Trustee Dickel was saying that we needed to bring the Township Secretary back for this filing, that's why the filing was mentioned. Trustee Hill stated, "I'm new, I don't know anything about that." Township Secretary stated that it was fine, but she was also informed that things were left out of the minutes and that was not all Trustee Dickel said regarding job duties. Trustee Hill stated, "right, right." That is why he made the comment two hours could dedicate to filing and the other six could be what you are doing. Trustee Hill stated, "So, that being said, when it was brought up to us that the Janitors and the Secretary were essential, I didn't say anything, because I don't know. So I made a phone call to find out what it is." Trustee Hill stated he talked to Peter Schade MPH, RS-Health Commissioner and he was told the secretary was not essential and the janitors were not essential. Trustee Hill stated he told him about the little conundrum with the term "layoff", and that should have been work from home, and as far as the janitors go, he mentioned the term "furlough." Trustee Hill stated that if the Township Secretary was on a work from home, we are going to pay her. He stated the janitors can't be put on a work from home because we aren't going to pay them to clean their own houses. Trustee Hill stated that was the discussion they had.

MOTION BY C. Hill, that in order to not infect any more people than we have, Township Secretary can do her stuff at home and we will continue to pay her. The Township Secretary stated she works in an office by herself, and then added, "Are you going to set me up at home?" Trustee Hill added, "Well, I'm telling you what the Health Department said, this is all. I don't feel you guys are essential." Township Secretary asked, "Did you just say, you don't know what I do, you don't know all the duties I have?" Trustee Hill stated he knew the duties the Township Secretary did, and he also checked on the Ohio Revised Code and it says the Fiscal Officer is entitled to an Assistant, which would be the Township Secretary. Trustee Hill stated it was all in the code and the Trustees are responsible for the compensation for the Assistant. That is what he understood. Trustee Hill stated, "I called Peter Schade to find out, when somebody says you are essential, and I'm thinking you're not and I didn't say nothing, because I wanted to find out before I say anything so I called him and he said you are nonessential so you shouldn't be in here risking." The Township Secretary felt her

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administrative duties were low risk since she was in an office by herself. Trustee Hill stated he was just repeating what he said. Township Secretary said, "OK."

Trustee Hill stated he didn't care one way or another and he felt the Township Secretary job was nonessential and they would pay from home just like the first week. Trustee Hill stated the Township Secretary was paid on the first week, because they didn't know how long that would last, and that he didn't want to be the bad guy but he was checking because he was trying to learn this job and wanted to learn it correctly. If he had a question, he was going to ask it and Pete Schade was the head so that is who he talked to. Trustee Hill ended with the Secretary and Janitors are not essential and should be work at home and stay on the paycheck. Township Secretary said, "OK." Trustee Hill stated, "that's what he said, and that's all I'm bringing up. I'm making a motion we follow his advice. I don't know what you do. I don't care to know what you do. I don't want to be a secretary, that's your job not mine." Second the motion, by C. Trinter for the purpose of discussion to basically put everybody on staff where they should be working from home. Trustee Hill added in the motion until this thing is over. Trustee Dickel stated when the Coronavirus Pandemic first started out, he discussed what was essential with the Erie County Prosecutor, Sue Brown, and she advised him that the Trustees determine which jobs are essential. Trustee Dickel stated he asked her view and she gave him an opinion. He stated it was basically up to the Board. Trustee Hill stated he asked Pete Schade and he agreed with me. If no one was coming in, Trustee Hill stated the janitors were not needed and the Township Secretary could do everything from her computer at home that she does here. Trustee Hill stated, "she would not be risking her children and the fireman are first line and if they get sick and come in to speak to her, they say it's carrying on the feet and the virus stays in the air for three hours. Dust particles don't stay up for three hours." Trustee Hill stated, "it was a bad situation, and that he has been lackadaisical, and he is changing." The Township Secretary responded by complimenting the Fire Department stating she has not seen anyone in the Fire Department since this pandemic began. She strictly stays in her office. The Township Secretary expressed the only person she felt was cross contaminating was the Building Official/Zoning Administrator since he was consistently going in and out of the Fire Department bay and back into the office area and waiting on residents. Trustee Hill stated that was why the Township Secretary should stay home then he wouldn't contaminate her. The Township Secretary stated it wasn't just her in the office she was talking about, it was the residents, as well. The Township Secretary added on Wednesday, April 8, 2020, Mr. Kurtz was in the fire bay, or gone approximately the entire day, his phone was ringing and going to voicemail. An inspector came in to drop off an inspection ticket and she presumed Mr. Kurtz let him in, as he was going into the fire bay area since all doors were locked. The inspector came into the office and needed information faxed and proceeded to hand me an inspection ticket which was placed on the Building Official/Zoning Administrators desk by the Fiscal Officer. The Township Secretary stated she was confused since she thought the office was closed and we were not letting anyone in the building. The Township Secretary clarified she felt she was doing everything right when it came to social distancing and being safe. She enters the front door (locks it), goes straight to her office and leaves out the front door. She stated, she is in an office by herself and keeps her lunch under her desk. The Township Secretary expressed that her work was still there, and she had plenty of work to do. The Township Secretary stated she doesn't mind working from home, but most of her work can not be done from home and she will fall behind. The Township Secretary stated, the office is closed physically, but the office is still conducting business. If the office were closed completely, that would be a different circumstance. Trustee Hill stated everything should still be there to do like the filing. The Township Secretary stated I'm not talking about just filing. Trustee Hill stated, "I know, I know, but I'm saying they're going to be there. This stuff is all going to be there, everything is shut down, there shouldn't be that much coming in so my motion stands." The Township Secretary stated the entire thing really doesn't make sense to her since she's in an office by herself. Trustee Hill stated if the Fiscal Officer comes in you could give it to her. Trustee Trinter stated to the Township Secretary, "You feel that you can not work and do most of your duties from home." The Township Secretary agreed and said she could do minutes,

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resolutions, and answer emails if a computer was set up at home. The Fiscal Officer stated she would not be permitted to do work on her home computer. Her computer would need to be hauled out to her home and didn't feel that made much sense. The Fiscal Officer stated if they were in the office together, they have been maintaining social distancing as recommended. She stated if it were an issue for the Township Secretary to be working in the office, she could work at different times or from home, or maintain social distancing requirements. The Fiscal Officer did not feel there was a good reason to haul something out from the township to a person's home. Trustee Hill asked if the computers could be piggybacked. Fiscal Officer stated there was no reason to do that. Fiscal Officer explained that she has taken some tasks to work from home, but some things just cannot be completed from home and to keep the operations running smoothly it would make sense to work at the township. The telephone rings during the day and there are things that need to be done in the office. There are many other administrative people still working in their offices. Trustee Hill said everything was shut down, the whole country was shut down. Trustee Trinter stated, "Unfortunately, the country is supposed to be shut down, but really not everything is shut down." Trustee Trinter stated the best solution to try to remedy the solution in the long haul was to try to keep contact to a bare minimum and people isolate as much as possible." Fiscal Officer agreed and stated it would be more beneficial for the township if the Township Secretary was in the office performing her duties rather than trying to work from home. The Fiscal Officer stated she has talked to various people trying to work from home, but they are still going into the office since there are responsibilities that need to be completed in the office. Working from home doesn't work in all cases. She indicated she would stagger her work hours and social distancing would be practiced. The Fiscal Officer reinforced what Trustee Trinter stated that everything is not shut down completely. Trustee Trinter stated, as long as the office is closed, that work time at the township should be kept to a bare minimum. The Township Secretary agreed with Trustee Trinter and stated that would be fine and all safety precautions would be practiced. Trustee Dickel stated the main focus should be keeping everyone as safe as possible while keeping the township running. The township can't just close everything down. Trustee Trinter stated that Trustee Hill had a motion on the floor, and he seconded it to have all people work from home as much as possible or to have people work from home and to just furlough the janitors at this point in time. Township Secretary stated she could work from home as much as possible and the office. The Building Official/Zoning Administrator stated that for the record he did not let the electrical inspector in this Building, he did not know how the electrical inspector got in the building until he saw the inspection ticket on his desk. The electrical inspector has been told to put his inspection tickets in the drop box out front, and he is suppose to call in his inspections to Ohio Edison himself. Fiscal Officer stated that the Building Official/Zoning Administrator was at the door going into the Fire Department, and she was walking down the hall going towards the door when the inspector walked in, and the Building Official/Zoning Administrator told the inspector, "Go ahead, go down there, the girls were there." Mr. Kurtz stated, "Never, it wasn't me. You can call the inspector and ask him. He did not see me that day." The Fiscal Officer stated, "Alright, whatever you say, but I was in the hallway also." Building Official/ Zoning Administrator stated, "I guess I'm being accused of being a liar now too." Township Secretary started to say that on Friday there were some people coming in. Trustee Trinter ruled out of order, "That's enough. I'm sick and tired of this bickering back and forth between these two different departments and I'm about ready to put an end to it pretty doggone quick and you won't like the results of that. I'll guarantee you that much right now. That's enough bickering. Put it aside and zip it. I've had it. There's enough and I'm done with it." Trustee Trinter stated there was a motion on the floor to have all employees work from home. Roll Call – R. Dickel, no; C. Trinter, no; C. Hill, no; Motion Failed. Trustee Trinter stated, "What we are going to do is continue all essential work that you need to absolutely do here within this office, come in and do it. Social distancing to your greatest extent you possibly can. Try to keep all visitors outside of the building as we have in the past and continuing operating the way we have been. I think the cleaning ladies, we can probably furlough or keep them out of the building for the most part. Let the Fire Department and individuals continue to do their job of cleaning their own personal spaces as much as they feel necessary and

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possible and try to stop this until we get a different response from the authorities that are trying to keep everyone safe.”

**NEW BUSINESS:**

Trustee Dickel inquired as to whether the Board would like to hold their next regular meeting as scheduled on the first Wednesday of the month or if the meeting should be rescheduled. After discussion from the Board and the Fiscal Officer, it was decided to hold the next regular meeting as scheduled to be held on Wednesday, May 6, 2020 at 7:30 p.m. As more information becomes available, the Board will reevaluate the meeting schedule.

Trustee Hill stated he was approached by the fire department personnel and the road department personnel that they would like direct deposit to be considered for payroll. The Fiscal Officer updated Trustee Hill on what was previously checked into regarding direct deposit for payroll. Mrs. Zsebik informed Trustee Hill that it was going to cost the township a lot more money to implement direct deposit than actually doing payroll the way it has been done. The township does not have that many employees; therefore, time is not an issue to complete payroll. Fiscal Officer Zsebik stated she would check into direct deposit for payroll again to see what the cost would be for the township and see if it would be worth doing. Trustee Hill asked if everyone else was doing it. Mrs. Zsebik stated not everyone was doing it and felt that it would not have been money wisely spent. Trustee Hill felt it would be more convenient and asked if a report of the cost could be given at the next meeting. Mrs. Zsebik agreed to check into the cost again and give a report at the next meeting.

Township Secretary read letter dated April 3, 2020 from Peter T. Schade, Health Commissioner requesting the Board of Health Resolution for Isolation and Quarantine be reviewed and approved by the Board so Mr. Schade could enact the resolution as necessary.

MOTION BY R. Dickel, second by C. Trinter authorizing to approve Resolution 2006-05 Local Board of Health Policy Relating to Delegation of Authority to Quarantine and send a letter of approval for Mr. Peter T. Schade, Erie County, Board of Health Commissioner for him to enact it as necessary. Roll Call – R. Dickel, yes; C. Trinter, yes; C. Hill, yes; Motion Carried.

MOTION BY C. Trinter, second by C. Hill authorizing re-enrolling in the CareWorksComp Program for 2021 with a 42 percent group discount and a service fee of \$1,550.00. The policy will be effective January 1, 2021. Roll Call – R. Dickel, yes; C. Trinter, yes; C. Hill, yes; Motion Carried.

**RESOLUTION NO. 18-20**

MOTION BY R. Dickel second by C. Trinter authorizing the purchase of Health Insurance through Waypoint Benefit Solutions and adopt the Anthem SOCA MEWA Proposed Health Option Plan, effective May 1, 2020 through April 30, 2021. Roll Call – R. Dickel, yes; C. Trinter, yes; C. Hill, yes; Motion Carried.

**RESOLUTION NO. 19-20**

Trustee Dickel concluded the township offices are physically closed, but if business needs to be conducted on-site, they will be met at the door. Trustee Trinter agreed and reminded the staff to maintain social distancing (stay away from fire department) and work at home if possible. Chief Triana stated the fireman are social distancing from each other as well. The township will be available via phone and email as well.

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MOTION BY: C. Trinter, second by R. Dickel to adjourn the regular meeting at 9:02 a.m. with no further business to discuss. Roll Call – R. Dickel, yes; C. Trinter, yes; C. Hill, yes; Motion Carried.

Charles T. Trinter  
Trustee

Ronald T. Dickel  
Trustee

Carl Hill  
Trustee

Vina J. Kassel  
Township Secretary