

VERMILION TOWNSHIP BOARD OF TRUSTEES

Record of Proceedings Minutes to Special Meeting Held 4/6/20

Meeting was called to order at 8:04 a.m. by Chairman Charles T. Trinter.

Pledge of Allegiance.

Present: Charles T. Trinter, Trustee; Ronald L. Dickel, Trustee; Carl E. Hill, Trustee; Robert Kurtz, Building Official/Zoning Administrator.

Absent due to lack of notification: Brenda J. Zsebik, Fiscal Officer; Tina L. Karres, Township Secretary.

AUDIENCE PARTICIPATION:

No audience participation.

NEW BUSINESS:

Chairman Trinter opened the meeting by stating the purpose of this Special Meeting was to discuss extending the decision to close the office until the State lifts the Stay-at-Home order and there is no social distancing requirement anymore.

Trustee Hill stated that when the original decision to close the office and order all non-essential personnel to stay home at the Emergency meeting the Road Department crew was non-essential, as there was no snow and the grass was not growing then. The grass is now growing, and they will need to start mowing. He mentioned he read in the Ohio Township Association email that they can lay people off that aren't essential. He recommended bringing the Road Department crew back and to leave everything else the same.

Trustee Dickel asked about no one being allowed in the office. Chairman Trinter stated they would keep the office closed and the door locked. Trustee Hill stated he believes this virus is worse than he originally thought. Trustee Dickel asked how people would contact the office if needed. Mr. Kurtz stated he would continue doing what he has been doing for the past two weeks, which is to conduct all business by telephone and email. He stated he has had two contractors stop at the office to pick up new home permits that have been here ready to go. Other than that, everyone has been directed to submit their paperwork by email. Mr. Kurtz stated he has had to do a couple inspections, mainly finals for new homes so the owners could move in and most other inspections have been 'virtual' inspections, where the contractor emails pictures. He added that he is working with iWorq to get the on-line portal set up. Mr. Kurtz went on to say that even when UPS and FedEx make a delivery they set the packages outside the door, ring the bell, and then back away.

A discussion about whether or not to have future Regular Trustee meetings ensued. Chairman Trinter stated he felt they should try to meet at least once per month during this lock down to conduct any business that needs to be done. Trustee Dickel asked how they should handle it if someone wants to come to the meeting. Trustee Hill stated they could set masks & gloves out for them to put on, but Chairman Trinter questioned if they really do that much to prevent the spread. Trustee Hill commented that he sees the workers at the stores wearing gloves but wasn't sure if that really helped prevent the spread since they don't change the gloves after every customer.

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Trustee Hill felt the Road Department crew should go back to work. Chairman Trinter asked if there was anything else, they could be doing. Trustee Dickel stated they have equipment and mowers that need to be maintained and they have work to do. Trustee Hill stated they should not ride together in the same truck and Trustee Dickel added they will have to maintain the safe distance from each other while at work.

Trustee Dickel asked if they should continue to have regular in-person meetings while maintaining the social distancing requirements. A general consensus was that they would hold future meetings during the pandemic in this fashion. Trustee Hill asked if they should have the night or day meeting. Trustee Dickel stated the next regular scheduled meeting is a day meeting and he felt they should keep it the same way, so they don't have to change the notification procedures. Trustee Hill stated he felt the night meeting would be better because the day meeting might limit the number of people that could attend. Trustee Dickel added that if several people came to the meeting, they might want to consider setting them up in the bay area in order to assure that a safe distance apart is being maintained. Chairman Trinter suggested that having meetings via the computer, such as Zoom, might be a solution. He stated he participated in a couple of Zoom meetings this past week and spoke with a Vermilion Councilperson who mentioned they were going to try having their meetings through Zoom.

Trustee Dickel asked the Board how they would like to handle the situation if one of the Road Department personnel is concerned about returning to work, feels the work they have isn't essential and wants to stay home and go on unemployment. Chairperson Trinter and Trustee Hill both stated if one of them doesn't want to return to work they certainly can stay home and go on unemployment. Trustee Dickel then asked if they should bring the Township Secretary back to work. He stated there is filing and scanning of current and past records that can be done. Chairperson Trinter questioned the need for her to come in to scan for a few hours. Trustee Hill stated the federal government is helping pay unemployment during this and that he is trying to save Township money so he didn't see this as essential and she could stay home. Trustee Hill added the more exposing will only keep this virus snowballing, and that we need to take a breather and let this thing fizzle out. Trustee Dickel stated he felt they should bring everyone back to work until next week's meeting then they can take another look at it and decide what to do then. Trustee Hill stated it's not going to be any better then and that the more people around only increase the risk of contamination and that they've got to be careful. Trustee Hill questioned why they should spend Township money when the Federal government is willing to help with unemployment. Trustee Dickel recommended to bring all staff back until next week's meeting and then things can be reevaluated. Trustee Hill asked why they put them out [for the past two weeks], why pay for another week when nothing is going to change. Trustee Hill stated once this is over and she is back to work, she could take a couple hours every day and set aside to do nothing but scanning. Trustee Hill added the government is reporting this very well may go beyond May 1st, so inevitably she will be going on unemployment. Trustee Dickel said they want to make sure the Board is doing the right thing.

Trustee Dickel discussed how the Board would set up for the next meeting, and if they should bring the Township Secretary in for a few hours to prepare and set up for the meeting. Trustee Hill asked if the Township Secretary could come in for one day. Trustee Dickel stated he was not sure how this would affect unemployment. Chairman Trinter added they need to check into the Pay Protection Act further. Trustee Dickel indicated he was trying to keep everything operational and in order before the next meeting. Trustee Hill stated Fiscal Officer Zebik could work on it. Chairperson Trinter stated there was no reason for the Township Secretary to be here while the office was closed unless there was something essential that needed to be completed. Trustee Hill stated if the Township Secretary comes in for a few hours to prepare for the meeting, it should be done after everyone is gone, but felt to pay her to come in to do some filing until the 15th was not worth it. He stated that the Fiscal Officer could

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have everything ready for the meeting and that one extra week on unemployment wouldn't hurt anything. Chairperson Trinter stated they needed a formal motion. Trustee Dickel expressed that he felt the Township Secretary should be brought back to work until the next meeting at which time matters could be reevaluated.

MOTION BY C. Hill, second by C. Trinter to put the Township Secretary on unemployment in a non-essential category, bring the Road Department crew back because they are now essential. At the next meeting, they can decide if things are better to bring the Township Secretary back and if not, she will stay on unemployment. Chairman Trinter added the Township Offices will remain closed until further notice. Chairman Trinter asked if there was any further discussion. Trustee Hill asked if they should wear masks to the next meeting. R. Kurtz stated that the new orders that go into effect at 11:00 p.m. tonight recommend everyone should wear a mask when out in public. Trustees decided they should wear masks at the next meeting and that the Road Department crew should not attend.
Roll Call – R. Dickel, yes; C. Trinter, yes; C. Hill, yes; Motion Carried.

The meeting was adjourned at 8:40 a.m.

Charles T. Trinter

Trustee

Ronald T. Dickel

Trustee

Carl Hill

Trustee

Robert Kurtz / RK

Building Official/Zoning Administrator / Township Secretary