

## **FEBRUARY 24, 2020 SPECIAL MEETING MINUTES**

The Milan Township Board of Trustees met in an open public meeting at 9 am on February 24, 2020 with trustees Jerry Nickoli, Daniel Frederick, and Mike Shover present. Also in attendance were Milan Township Road Department employees Dave Fox and Matt Hudson. FO Zachary Rospert was excused.

The first stated topic of this special meeting was to discuss an appropriate response to the current COVID-19 pandemic within the township. The trustees reviewed the March 22, 2020 ODH Director's Stay at Home Order which will take effect at 12 midnight on March 23. This Order shall be in effect until April 6, 2020 unless modified by the Director. With a goal of compliance with this Order and the health and safety of Milan Township employees and residents, the Board of Trustees adopted the following:

1. The trustees have determined that Milan Township Road Department personnel are exempt from the Stay at Home Order and shall continue to work as they provide an Essential Government Function by supporting MTVFD operations including routine maintenance of fire trucks and other equipment (see ODH Stay at Home Order item #10) and perform work that is necessary to operate, repair, and maintain Essential Infrastructure including building management and maintenance two fire stations and maintain township roads and storm water infrastructure (see ODH Stay at Home Order item #10). Milan Township road department personnel shall practice employee distancing measures previously adopted. Furthermore, they shall practice Employee Screening for COVID-19 measures as described by ODH Guidance. Trustee Frederick moved to adopt this policy, Shover seconded, motion carried unanimously
2. Edison Park shall be closed until further notice. Signs will be posted to inform the public. Milan Township employees and officials will ask people to leave if noticed. See ODH Stay at Home Order item #3 which states that "playgrounds shall be closed". Trustee Shover moved to adopt this policy, Frederick seconded, motion carried unanimously
3. The Public Square public toilet facilities shall remain open as the maintenance of these public restrooms is an essential government function needed to provide for the health, safety, and welfare of the public. See ODH Stay at Home Order item #10. These restrooms shall be cleaned by township personnel once every 4 hours using a bleach/water solution per Erie County Health Department recommendations. Trustee Frederick moved to adopt this policy, Shover seconded, motion carried unanimously
4. The Milan Town Hall shall be closed to the public except for official Milan Township trustee, BZA, or zoning commission meetings. These meetings shall be limited to a maximum gathering of 10 persons. Trustee Nickoli moved to adopt this policy, Shover seconded, motion carried unanimously
5. The trustees have determined the construction of the handicapped accessible restrooms within the Milan Town Hall shall continue as being exempt work involving construction of public works (see ODH Stay at Home Order item #9). The Milan Town Hall is the location of the township's official government meetings and public restrooms are required amenity to ensure the continued operation of the board and provide for the health, safety, and welfare of the public. Construction activity shall be limited to only those critical tradesman needed to perform the work and no more than

3 working at one time. All construction tradesman shall practice proper distancing and employee screening measures as recommended by the ODH. Contractors shall provide signed acknowledgement of their agreement to comply with these policies and other applicable orders of the Ohio Department of Health. Trustee Frederick moved to adopt this policy, Shover seconded, motion carried unanimously.

The second stated topic of this Special Meeting was a review and discussion of the Milan Township administrative assistant interviews conducted on March 18. Trustee Frederick moved and Shover seconded that the Board enter into executive session to discuss Personnel Matters involving the employment and compensation of a public employee (ORC Open Meeting exception 121.22(G)(1)). Upon roll call, the vote was as follows: Frederick-Yes, Shover-Yes, Nickoli-Yes. After discussion in Executive Session, the Board returned to the special meeting. No action was taken regarding the administrative assistant position.

With no further business before the Board of Trustees, this Special Meeting was adjourned at 11:45 am.