

BOARD OF TRUSTEES

Daniel Frederick
Gerald Nickoli
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FISCAL OFFICER

Zachary Rospert



MILAN TOWNSHIP

www.milantwp.org

MILAN TOWNSHIP

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ZONING INSPECTOR

Colleen Arthur

CORONAVIRUS RESPONSE BY MILAN TOWNSHIP BOARD OF TRUSTEES

- 3/12 Received COVID-19 information from Ohio Department of Health.
Posted posters in Milan Post Office showing COVID-19 “Facts” and “Stop the Germs”
- 3/12 Per order of Ohio Governor/ODH, Limited Gatherings in Town Hall to 100 persons
Called Milan Township residents with scheduled Town Hall events and cancelled same.
- 3/12 Attended Erie County Township Association meeting with Director Pete Schade, ECHD
Discussed Ohio Department of Health “Frequently Ask Questions” and other info.
Obtained protocol for cleaning public restrooms (4 TB bleach per gallon water).
- 3/12 Began receiving frequent information updates from CDC, Ohio Township Assoc, Erie County EMA, Erie County and Ohio Health Dept. Forward all info among trustees.
- 3/16 MTVFD hosted a meeting with Erie County Health Dept representatives.
Chief Rospert adopted all recommended new protocols, generally distancing measures.
- 3/17 Per order of Ohio Governor/ODH, Limited Gatherings in Town Hall to 50 persons
Called Milan Township residents with scheduled events and cancelled same.
- 3/18 A regular meeting, the Milan Township Board of Trustees adopted the following:
1. Road crew to distance themselves by using both trucks and performing separate tasks.
 2. Township to keep public toilet facilities open by cleaning every 4 hours, see above.
- 3/20 Per order of Milan Township trustees, Town Hall closed expect for township meetings.
Upcoming BZA hearing and other township meetings limited to a gathering of 10.
- 3/21 Per order of Milan Township trustees, Milan Township offices are now closed to public.
Township employees shall continue serving residents via telephone and emails.
Adopted ODH recommended Screening Employees for COVID-19 protocol.
- 3/22 Special Meeting to discuss and adopt updated COVID-19 policies.
Received Director’s Stay at Home Order, determined that township employees are essential.
Determined that ADA renovation of Town Hall is construction of essential infrastructure.
Determined that Edison Park shall be closed until further notice, install appropriate signs.
Determined that Public Square toilet facility shall remain OPEN and cleaned 3x per day.

- 3/23 Posted updated COVID-19 policies on Milan Town Hall door and at Milan Post Office.
- 3/24 Posted updated Milan Township Covid-19 policies on www.milantwp.org website.
- 3/27 Posted Erie County COVID-19 Info Center medical advice and telephone number.
- 3/28 Continued to forward frequent information updates from CDC, Ohio Township Assoc, Erie County EMA, Erie County and Ohio Health Departments to township trustees.
- 3/30 Solicited virus policy updates from ECTA members to share among local townships.
- 3/31 Cancelled non-essential brush pick-up for April to maintain employee separation.
- 3/31 Received and posted Families First Coronavirus Response Act FFCRA at township offices.
- 4/1 Regular trustee meeting, held in person and open to public (did not exceed 10 persons).
- 4/1 Authorized MTVFD to purchase \$1500 of Personal Protective Equipment PPE.
- 4/1 Authorized purchase of \$900 laptop computer to support work at home distancing.
- 4/2 Received and posted The President's Coronavirus Guidelines for America
- 4/6 Special Meeting of Milan Township trustees to adopt Milan Township Temporary Emergency Covid-19 Leave Policy and related Request for Leave form in compliance with Families First Coronavirus Response Act and as recommended by Ohio Township Association. Adopted Milan Township Temporary Emergency Tele-working Policy as recommended by Ohio Township Association. Both reviewed by OTA legal consultant.
- 4/9 Ordered 250 basic loop masks (\$2 each) from Ohio Manufacturing Alliance and coordinated by OTA for distribution to residents at township meetings and MTVFD use.
- 4/10 Participated in ZOOM roundtable with Erie County community leaders to discuss current needs, available resources, and expectations for recovery. Hosted by ECEDC.
- 4/15 Regular trustee meeting, held in person and open to public (did not exceed 10 persons).
- 4/15 Modified Brush policy to allow residents to drop off debris at Edison Park compost area.
- 4/27 Re-affirmed separation and distancing policy for MTVFD personnel. Continued policy of cancelled training meetings. Denied MTVFD participation in non-essential parades.
- 4/27 Re-affirmed trustee, BZA, and zoning commission meetings policy of requiring proper 6' separation and a gathering limit of 10 persons. Township will provide masks for attendees.
- 4/27 Brush pick-up to resume May 11 with road crew practicing separation and distancing.
- 4/27 Re-affirmed closure of Edison Park and Milan Town Hall in compliance with ODH order.
- 4/27 Approved a minimum 2020 road maintenance program to perform chip seal work only.
- 4/30 Received allotment of 50 single use face masks from Erie County EMA to be offered to residents who attend Milan Township trustee, BZA, and Zoning Commission meetings. Trustees, Board members, and township employees may request washable, hand sewn masks for their personal use. Township to purchase requested masks from Linda Muthig.
- 4/30 Trustees learned of a possible COVID-19 exposure in MTVFD when an active firefighter posted on Facebook that he was sick and being tested. This firefighter had responded to a

- major structure fire call 10 days ago. This situation is to be reviewed with Chief Rospert immediately including reminding him of our Employee Screening Policy and extending the cancellation of non-essential MTVFD meetings and training sessions until resolved.
- 4/30 Road crew to install cones blocking parking lot at Edison Park to emphasize closure.
- 5/1 Received updated STAY SAFE OHIO orders from Ohio Department of Health dated 4/30
- 5/1 MTVFD Chief Rospert reported that sick firefighter has tested negative for COVID-19.
- 5/1 Chairman Nickoli re-affirmed with Chief Rospert our acceptance of Governor's Stay Safe Order which prohibits MTVFD participation in non-essential activities such as parades.
- 5/1 Milan Township Board of Trustees to prepare a Proclamation to be presented to Edison High School seniors during some type of virtual graduation ceremony.
- 5/1 Chairman Nickoli reviewed work being done by Township road crew and determined that separating our crew may actually be more productive and that this policy shall continue.
- 5/6 Regular trustee meeting, held in person and open to public (practiced social distancing and insured that gathering for this meeting did not exceed 10 persons).
- 5/6 Distributed homemade cloth masks to township officials and staff upon request.
- 5/13 Adopted a "Return to Work" Building and Office Policy as recommended by OTA. This updated Covid policy to be formally approved by Trustees at 5/20/2020 regular meeting.
- 5/13 Provided Edison Park picnic tables to Village of Milan for relocation in Public Square to support the re-opening of local restaurants by encouraging outdoor dining.
- 5/14 Re-opened Edison Park tennis courts. Playground equipment and skateboard park to remain closed. Use of picnic shelters shall remain limited to gatherings of 10 or fewer persons.
- 5/18 At Edison Park shelter houses, township road crew removed several picnic tables from use and spread out remaining tables to insure public compliance with social distancing order.
- 5/19 Re-evaluated and reduced our Milan Township road maintenance schedule and budget.
- 5/20 Regular trustee meeting, held in person and open to public (practiced social distancing and insured that gathering for this meeting did not exceed 10 persons).
- 5/20 Authorized temporary use of Town Hall Ballroom by Erie County Municipal Court to provide a courtroom space large enough for social distancing. Starting June 25, 2020
- 5/20 Approved \$150 donation to Milan Salvation Army in exchange for 10 homemade masks.
- 5/20 Re-opened Milan Town Hall for community use by groups of less than 10 persons.
- 5/20 Requested an additional distribution of 100 more surgical masks from Erie County EMA which are to be made available to residents attending any Milan Township meeting.
- 5/22 In response to an inquiry from Edison Youth Sports League, forwarded Responsible Restart Ohio mandatory practices for baseball at Edison Park. Play Ball starting May 26!
- 5/28 Attended webinar on CARES Act Update hosted by Ohio Auditor of State.
- 5/29 Forwarded Responsible ReStart Ohio guidelines for county fairs to MTVFD in anticipation of similar rules being enacted for the upcoming Melon Festival and MTVFD chicken BBQ.

- 5/30 Received Ohio Department of Health Director's Updated and Revised Order for Business Guidance and Social Distancing which are effective starting May 29. Forwarded this Order to all Milan Township personnel to be implemented within township facilities and activities.
- 6/1 MTVFD re-started monthly Association meetings at Fire Station #2 with social distancing.
- 6/1 MTVFD committed to hosting annual Chicken BBQ with or without Melon Festival. Serving and dining procedures will follow Erie County Health Department guidelines.
- 6/3 Regular trustee meeting, held in person and open to public (practiced social distancing and insured that this gathering did not exceed 10 persons).
- 6/3 Extended anticipated Date of Completion for Town Hall restroom project 30 days to June 30, 2020 due to slower than expected manufacturing and delivery of construction materials.
- 6/10 Re-opened Edison Park outdoor playground and skateboard park following ODH guidelines.
- 6/10 Participated in a Covid Update and Re-Opening America conference call between local government leaders and White House staff including briefings from Vice President Mike Pence, Covid Task Force member Dr. Deborah Birx, HUD Secretary Ben Carson, Secretary of Labor Eugene Scalia and Education Secretary Betsy DeVos. Generally, all White House cabinet members reported that Covid-19 impact is declining and economy is improving.
- 6/11 Installed WiFi wireless internet access in MTVFD #1 and Town Hall to help facilitate remote township meetings and online continuing education and training for firefighters.
- 6/13 MTVFD to resume monthly training meetings with a 10 firefighter limit for group activities.
- 6/17 Regular trustee meeting, held in person and open to public (practiced social distancing and insured that this gathering did not exceed 10 persons).
- 6/17 Adopted a resolution needed to receive a distribution of federal CARES Act relief funds.
- 6/17 Reviewed our investment strategy for township funds in reaction to current flat economy.
- 6/24 Participated in Coronavirus Relief Fund Local Assistance Guidance webinar by OBM.
- 7/1 Regular trustee meeting, held in person and open to public (practiced social distancing and this gathering did not exceed 10 persons). Trustee Nickoli participated via Zoom.
- 7/1 Authorized Ballroom in Town Hall to be used for future Village of Milan Council meetings in a space that allows for public participation with adequate social distancing.
- 7/1 Milan Township received \$35,861 of federal funding from the CARES Act to be used for eligible costs incurred due to our township response to the coronavirus pandemic.
- 7/1 Approved the installation of hands-free controls for all plumbing fixtures in Edison Park and Public Square restrooms. This shall be considered a CARES Act funded project.
- 7/10 Installation of hands-free plumbing fixtures at Edison Park restroom completed.
- 7/13 Erie County Health Department conducted free COVID-19 testing of all interested MTVFD personnel. Approximately a dozen firefighters participated. All negative.
- 7/15 Regular trustee meeting, held in person and open to public (practiced social distancing and this gathering did not exceed 10 persons).

- 7/16 Installation of hands-free plumbing fixtures at Public Square restrooms completed.
- 7/17 Power wash cleaning of Edison Park shelter houses performed by township personnel.
- 7/17 In an attempt to increase capacity at public meetings, the Milan Township trustees submitted various seating layouts for Town Hall ballroom showing social distancing to Erie County Health Department for their approval.
- 7/21 Received a response from Erie County Health Department stating that “the current orders from the State of Ohio still prohibit gatherings of 10 or more people.” Therefore, this 10 person maximum attendance limit is still in effect at Milan Town Hall.
- 8/5 Regular trustee meeting, held in person and open to public (practiced social distancing and this gathering did not exceed 10 persons). Trustee Frederick participated via Zoom due to being under self-quarantine due to August 2 business travel to South Carolina.
- 8/5 Authorized use of Town Hall ballroom for August 13 meeting of Village of Milan Planning Commission to allow for proper social distancing. Meeting of up to 30 attendees was approved by Erie County Health Department Director Pete Schade.
- 8/5 Authorized use of Town Hall ballroom for September 6 Melon Festival Queen’s contest subject to conditions approved by Erie County Health Department Director Pete Schade.
- 8/5 MTVFD to proceed with annual Melon Festival chicken BBQ, delivery and pick up only.
- 8/19 Regular trustee meeting, held in person and open to public (practiced social distancing and this gathering did not exceed 10 persons).
- 8/19 Approved installation of new drop box at township offices for use when closed to public.
- 8/19 Approved telephone technology upgrades for improved “work at home” capabilities.
- 8/19 Approved adjustments to posted township administrative office hours to accommodate daycare availability during proposed schedule for virtual and in-person school days.
- 9/2 Regular trustee meeting, held in person and open to public (practiced social distancing and this gathering did not exceed 10 persons).
- 9/2 Continued policy of having Milan Township Road Department employees travel in separate pickup trucks and perform isolated work tasks whenever possible.
- 9/2 Accepted an additional \$17,930 of CARES Act funding intended for pandemic response.
- 9/2 Approved \$4,550 of CARES Act funds to install hands free toilet fixtures in Town Hall.
- 9/2 Approved use of Town Hall ballroom by Milan Village Council to allowing for proper social distancing at their public hearing scheduled for October 8, 2020.
- 9/5-7 Continued policy of keeping Public Square restroom facilities open throughout Labor Day weekend using Erie County Health Department recommended cleaning procedures.
- 9/6 Approved use of Milan Town Hall ballroom for annual Melon Festival Queen contest with recommended attendance limits and social distancing practices in place.
- 9/10 Hosted meeting of Erie County Township Association at Edison Park shelter house. Guest speaker was Erie County Auditor Rick Jeffrey who explained CARES Act procedures.

- 9/11 Received detailed CARES Act information packet from the Ohio Township Association.
- 9/16 Regular trustee meeting, held in person and open to public (practiced social distancing and this gathering did not exceed 10 persons).
- 9/16 Reviewed a list of projects under consideration as being part of Milan Township response to covid-19 pandemic and eligible for CARES Act funds. Formal cost estimates to be solicited from contractors and suppliers for final trustee approval of various projects.
- 9/16 Authorized Road Superintendent to purchase a heavy duty power washer for use in disinfecting Edison Park shelters, picnic tables, playground equipment, tennis courts, and skateboard park. This additional work is being done response to covid-19 pandemic.
- 9/16 New drop box installed at Township offices for use by public in response to covid-19.
- 9/16 Authorized Road Superintendent to purchase a stockpile of covid-related cleaning supplies including portable hand sanitizer dispensing stations for all Milan Township buildings.
- 9/18 Attended "Use of CARES Act Funding" webinar hosted by Ohio Township Association.
- 10/1 Received notice of Governor approval of House Bill 614 including additional CARES Act funding for covid relief with approximately \$91,351 allocated for Milan Township use.
- 10/1 Fiscal Officer attended a webinar explaining "Auditing of CARES Act Funds" which was hosted by Ohio Auditor of State Keith Faber.
- 10/2 Hosted various contractors at Town Hall to solicit estimates for CARES Act projects.
- 10/7 Regular trustee meeting, held in person and open to public (practiced social distancing and this gathering did not exceed 10 persons).
- 10/7 Approved use of Town Hall ballroom for Firelands Academic Challenge competition, subject to social distancing guidelines and Erie County Health Department approval.
- 10/7 Scheduled a Special Meeting for October 12 to prioritize proposed CARES Act projects.
- 10/11 Completed installation of new washable floors at Edison Park and Public Square restrooms.
- 10/12 Special Meeting to prioritize various projects related to CARES Act response, held in person and open to public.
- 10/13 Participated in ECEDC Board meeting to discuss grant opportunities related to covid.
- 10/16 Hosted various contractors at Town Hall to solicit estimates for CARES Act projects.
- 10/21 Regular trustee meeting, held in person and open to public (practiced social distancing and this gathering did not exceed 10 persons). Approved several CARES Act projects.
- 10/21 Approved use of Town Hall for community group gatherings of less than 10 persons.
- 10/23 Participated in a conference call with Lt. Governor Husted to discuss Ohio's covid actions.
- 10/23 Lt Gov Husted stated that local government meetings are NOT subject to 10 person limit.
- 10/26 Suspended meetings of MTVFD to investigate possible covid exposure (10/28 negative)
- 10/26 Re-affirmed policy of having Milan Township employees working separately/isolated.
- 10/28 Posted reminders from Ohio Dept. of Health to wear masks and maintain a 6' distance.

- 10/31 MTVFD assisted in Halloween safety and passed out candy in a socially distance manner.
- 11/4 Regular trustee meeting, held in person and open to public (practiced social distancing and this gathering did not exceed 10 persons). Approved several CARES Act projects.
- 11/14 Cancelled MTVFD annual Christmas Party to safely comply with social gatherings limits.
- 11/17 Allowed a Village of Milan BZA meeting in Ballroom with proper social distancing.
- 11/17 Receive Governor's Order clarifying that the 10 person gathering limit does not apply to governmental meetings that are required to be open to the public.
- 11/18 Regular trustee meeting, held in person and open to public with proper social distancing. Approved additional CARES Act projects.
- 12/1 Confirmed with Ohio Township Association that expenditure of CARES Act funds for payroll expenses is allowable if directly related to Milan Township pandemic response.
- 12/2 Regular trustee meeting, held in person and open to public with proper social distancing. Verified continued progress of previously approved CARES Act projects.
- 12/4 Milan Township accepted an invitation to join Ohio Governor's Local Government Coalition in order to contribute to and receive regular Communication Fact Sheets.
- 12/7 Installation of CARES Act funded HVAC upgrades started in Town Hall and Station #1.
- 12/8 Participated in Erie County Township Assoc. meeting via Zoom to discuss pandemic action.
- 12/16 Regular trustee meeting, held in person and open to public with proper social distancing. Meeting was convened in Town Hall Ballroom and utilized new CARES Act sound system. Trustees verified continued progress of other previously approved CARES Act projects.
- 12/18 CARES Act projects nearing completion include installation of new glass entry doors equipped with hands free card reader access system at Town Hall and Old Police Station office, upgrade of HVAC systems at Town Hall and MTVFD Station #1 to include fresh air and UV light filters, installation of WI-FI connectivity throughout the Town Hall and MTVFD Station #1 to better accommodate remote meetings, and installation of hands-free plumbing fixtures at all Milan Township public toilet facilities.
- 12/21 Installation of hands-free paper hand towel dispensers complete in Town Hall.
- 12/29 Received a shipment of new plastic (and easily disinfected) tables and chairs for Ballroom.
- 12/30 A Special Meeting of Milan Township trustees was held in person at Town Hall, open to the public with proper social distancing, to discuss progress of ongoing CARES Act projects.
- 12/30 Received notice from State of Ohio Office of Budget and Management that the deadline to spend Coronavirus Relief Funds has been extended to December 31, 2021
- 1/6 Regular trustee meeting, held in person and open to public with proper social distancing.
- 1/6 Regarding Milan Township Fire Department and its continued pandemic response; Fire Chief reported that approximately 10 MTVFD personnel have begun the vaccination process as first responders, MTVFD training sessions are being subdivided into small groups to maintain social distancing, and the trustees have approved on-line training for several firefighters who need to catch up on required training hours.

- 1/12 All public meeting spaces and restrooms in the Town Hall were professionally cleaned.
- 1/13 Village of Milan Planning Commission meeting held in Town Hall with social distancing.
- 1/20 Regular trustee meeting, held in person at Milan Town Hall and open to public with proper social distancing. Trustees Frederick and Shover participated via Zoom to comply with Erie County Health Department quarantine and isolation recommendations due to their possible coronavirus exposure.
- 2/3 Regular trustee meeting, held in person at Milan Town Hall and open to public with proper social distancing.
- 2/3 MTVFD Chief reported that 5 additional firefighters received a vaccine as first responders.
- 2/3 CARES Act work continues with installation of automatic door at Town Hall ADA entry ramp, installation of HDMI and wireless connection to Ballroom sound system, installation of hands-free toilets in Town Hall public restrooms.
- 2/17 Regular trustee meeting, held in person at Milan Town Hall and open to public with proper social distancing.
- 2/18 CARES Act work continues with installation of HVAC upgrades in Old Police Station offices including improved fresh air intake and UV light filters on return air ductwork.
- 2/24 Staff reviewed operating procedures of WiFi and door control systems with contractor.
- 2/25 Participated in zoom meeting with OTA and NATaT representatives in DC to review implications to local governments of proposed Covid Relief bill pending in Congress.
- 2/25 Inquiries continue regarding public use of the Town Hall. Gatherings still limited to 10.
- 3/1 Preparing an application for an ODNR grant to help construct a bike path and walking trail throughout Edison Park to facilitate healthy outdoor activities for township residents.
- 3/3 Regular trustee meeting, held in person at Milan Town Hall and open to public with proper social distancing.
- 3/3 Discussed the possible impact of pending \$1.9 trillion Covid-19 bill formally known as American Rescue Plan. If passed, approx. \$700,000 may be provided to Milan Township for uses such as pandemic response, revenue replacement, and economic recovery measures.
- 3/10 Received a Call to Action notice from Ohio Township Association regarding a pending Treasury Department interpretation needed to include townships in Ohio as an essential local government unit which is eligible to receive American Rescue Plan funding.
- 3/11 Authorized use of Town Hall ballroom for quarterly meeting of Erie County Township Association to allow for proper social distancing. Meetings of up to 30 attendees for local government meetings was approved by Erie County Health Department. ECTA discussed pending local government relief funding in recently passed 2021 American Rescue Plan.
- 3/16 Authorized use of Town Hall ballroom for public hearing of Village of Milan Board of Zoning Appeals to allow for proper social distancing. Meetings of up to 30 attendees for local government meetings was approved by Erie County Health Department.
- 3/17 Regular trustee meeting, held in person at Milan Town Hall and open to public with proper social distancing.

- 3/18 Authorized use of Town Hall ballroom for public hearing of Village of Milan Planning Commission to allow for proper social distancing. Meetings of up to 30 attendees for local government meetings was approved by Erie County Health Department.
- 3/19 Received authorization from Erie County Health Commissioner to begin opening up the Milan Town Hall for public gatherings, subject to current Health Department precautions.
- 4/5 Received Director's Order for Social Distancing, Facial Coverings, and Non-Congregating.
- 4/7 Regular trustee meeting, held in person at Milan Town Hall and open to public with proper social distancing.
- 4/29 Authorized use of Town Hall ballroom for public hearing of Village of Milan Planning Commission to allow for proper social distancing. Meetings of up to 30 attendees for local government meetings was approved by Erie County Health Department.
- 5/1 HVAC upgrades, including fresh air and return air filter improvements, completed at Milan Township offices and Old Police Station. This work was paid for using CARES Act funds.
- 5/5 Regular trustee meeting, held in person at Milan Town Hall and open to public with proper social distancing.
- 5/5 Unencumbered balance of Milan Township CARES Act funding is \$14,529.92 as of 5/5/2021
- 6/1 Authorized use of Town Hall ballroom for public hearing of Village of Milan Board of Zoning Appeals to allow for proper social distancing. Meetings of up to 30 attendees for local government meetings was approved by Erie County Health Department.

MILAN TOWNSHIP BOARD OF TRUSTEES

Gerald Nickoli, Mike Shover, Daniel Frederick