

RECORD OF PROCEEDINGS

**Minutes of Franklin Township
Franklin County, Ohio**

Special Meeting

Held at 2193 Frank Road

March 16, 2020

Call Meeting to Order:

Chairman Alex called a Special Meeting of the Franklin Township Board of Trustees to order at 3:00 p.m. on March 16, 2020, at 2193 Frank Road.

Purpose of Meeting: Discuss the preventative measures and action plans during the COVID-19 crisis.

Roll Call: Horn, yes; Alex, yes; Fleshman, yes.

Alex made a motion to suspend the Pledge of Allegiance and any prior meeting minutes. Fleshman seconded the motion. A vote was taken: Horn, yes; Alex, yes; Fleshman, yes. The motion passed.

Trustee Alex moved for the adoption of the following resolution. Fleshman seconded the motion, the roll was called for its adoption and the vote was as follows: Horn, yes; Alex, yes; Fleshman, yes. Resolution passed.

Resolution 20-051

BE IT RESOLVED by the Board of Trustees of Franklin Township, Franklin County, Ohio, that the Board approves that only essential employees only will attend Township meetings and that all meeting will be made available to the public via Facebook live on social media.

Trustee Alex moved for the adoption of the following resolution. Fleshman seconded the motion, the roll was called for its adoption and the vote was as follows: Horn, yes; Alex, yes; Fleshman, yes. Resolution passed.

Resolution 20-052

BE IT RESOLVED by the Board of Trustees of Franklin Township, Franklin County, Ohio, that the Board prohibits all township employees from attending township-wide community block watch meetings during COVID-19 crisis protocol.

Horn expressed his concern about the current temporary staff member performing the duties of Administrative Assistant during this crisis. Potts said he took advice from the Township attorney concerning this matter and a contractual worker can be handled the same as a permanent employee during this crisis. Potts said there are three primary reasons why the public needs to do business at the Township. Potts explained the following:

Appeals hearing for traffic cameras

These hearings will be handled via the telephone through this crisis.

Car Impounds

Capital Towing will be handling impound releases through the crisis

Accident Reports

All reports can be requested online through the crisis

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Horn said he is not happy with what he is hearing related to maintaining a contractual worker during the crisis. Fleshman said, the Township must have someone available to serve the public and the contractual worker is scheduled to do these tasks. Assistant Chief Adams commented that he placed signs on each fire house prohibiting interaction with the public specifically at the fire house. The Administrative Assistant can perform her duties without person-to-person contact during this crisis, Adams suggested.

Fleshman agreed the public can be served effectively via telephone and email during this crisis. Horn said he would agree with this arrangement for a two-week period. Alex said he is going with the recommendations of the Governor DeWine and we have to plan for this crisis to be impactful for months.

Trustee Alex moved for the adoption of the following resolution. Fleshman seconded the motion, the roll was called for its adoption and the vote was as follows: Horn, no; Alex, yes; Fleshman, yes. Resolution passed.

Resolution 20-053

BE IT RESOLVED by the Board of Trustees of Franklin Township, Franklin County, Ohio, that the Board approves a work from home policy for Administrative staff per the Township Administrator's management authority during the COVID-19 crisis.

With no further discussion from the Board Alex welcomed Assistant Fire Chief Adams to the floor for a report:

Fire Department Report:

Charles Adams, Assistant Fire Chief provided a report to the board explaining the protocol for staffing and well as utilization of equipment within the Fire Department. Adams shared that the Fire Department is very low of supplies but we will make due for the time being, Adams explained.

Trustee Alex moved for the adoption of the following resolution. Fleshman seconded the motion, the roll was called for its adoption and the vote was as follows: Horn, no; Alex, yes; Fleshman, yes. Resolution passed.

Resolution 20-054

BE IT RESOLVED by the Board of Trustees of Franklin Township, Franklin County, Ohio, that the Board approves the Fire Chief to place engines and medics in brown out operations based on staffing issues during the COVID-19 crisis.

With no further discussion from the Board Alex welcomed the Police Chief to the floor for a report:

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Police Department Report:

Byron Smith, Chief of Police distributed and shared the police department's COVID-19 plan. Smith said his officers will be working their same shifts until it is determined otherwise. The Police Department will only be handling necessary calls to lessen the officer's exposure to the COVID-19, said Smith.

Trustee Alex moved for the adoption of the following resolution. Fleshman seconded the motion, the roll was called for its adoption and the vote was as follows: Horn, no; Alex, yes; Fleshman, yes. Resolution passed.

Resolution 20-056

BE IT RESOLVED by the Board of Trustees of Franklin Township, Franklin County, Ohio, that the Board approves accept the Police Department's COVID-19 emergency management plan during the crisis.

With no discussion from the Board Alex welcomed the Road Superintendent to the floor for a report:

Road Department Report:

Jim Stevens. Road Superintendent provided an update to the Board on the Road Department's COVID-19 plan. Stevens explained he will be working to realign the road crew's schedule to rotate the members on certain days. The crew members who are not physically at work will be on call for any emergency issues which may occur, Stevens shared.

Trustee Alex moved for the adoption of the following resolution. Fleshman seconded the motion, the roll was called for its adoption and the vote was as follows: Horn, no; Alex, yes; Fleshman, yes. Resolution passed.

Resolution 20-058

BE IT RESOLVED by the Board of Trustees of Franklin Township, Franklin County, Ohio, that the Board approves accept the Road Department's COVID-19 emergency management plan during the crisis.

With no discussion from the Board Alex welcomed comments from the Board:

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Trustee Alex moved for the adoption of the following resolution. Fleshman seconded the motion, the roll was called for its adoption and the vote was as follows: Horn, no; Alex, yes; Fleshman, yes. Resolution passed.

Resolution 20-059

BE IT RESOLVED by the Board of Trustees of Franklin Township, Franklin County, Ohio, that the Board approves limited meeting agency items to bills, payroll and any emergency action items during the COVID-19 crisis.

Trustee Alex moved for the adoption of the following resolution. Fleshman seconded the motion, the roll was called for its adoption and the vote was as follows: Horn, no; Alex, yes; Fleshman, yes. Resolution passed.

Resolution 20-060

BE IT RESOLVED by the Board of Trustees of Franklin Township, Franklin County, Ohio, that the Board approves Administrator Potts to be the point-of-contact for the Department Heads to facilitate their meeting needs. Only necessary staff are to be present at meetings during the COVID-19 crisis. Necessary staff are listed as: Three Board of Trustees, Township Administrator, and one (1) representative from the Fiscal Department to take minutes, unless otherwise needed.

Fiscal Department Report:

Lisa Morris, Fiscal Officer reported that the Fiscal Department will begin working from home on March 17, 2020, and will only report to the office on an as needed basis during the COVID-19 crisis.

Chief Adams asked the Board what necessary steps can be taken to assisting with temporary housing for any firefighters who may be exposed to COVID-19 such as reserving a hotel room. Fleshman recommended preparing the white house (property at 1963 Harrisburg Pike) for such action if an exposure situation should occur.

Trustee Fleshman moved for the adoption of the following resolution. Alex seconded the motion, the roll was called for its adoption and the vote was as follows: Horn, no; Alex, yes; Fleshman, yes. Resolution passed.

Resolution 20-061

BE IT RESOLVED by the Board of Trustees of Franklin Township, Franklin County, Ohio, that the Board approves Administrator Potts monitor what Township equipment is to be taken home for the work-at-home policy during the COVID-19 crisis.

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Trustee Alex moved for the adoption of the following resolution. Fleshman seconded the motion, the roll was called for its adoption and the vote was as follows: Horn, no; Alex, yes; Fleshman, yes. Resolution passed.

Resolution 20-062

BE IT RESOLVED by the Board of Trustees of Franklin Township, Franklin County, Ohio, that the Board approves Administrator Potts is the single point-of-contact for all staff and Chief Welch as the back-up personnel to assist with all issue related to the COVID-19 crisis.

Horn asked for clarification on the Administrative Assistants role during this crisis. Alex said this is not a normal situation currently and we have to limit our staff's exposure. Administrator Potts will handle the schedule for the Administrative Assistant, said Alex.

Potts said he will remain in contact with all department heads and will keep the Board abreast via email and other forms of communication.

Alex said this is going to be a challenging time and tough decisions that will need to be made but will must work together during this crisis. Alex thanked everyone for their cooperation and support.

Fleshman thanked Alex for his leadership during this crisis.

With nothing further to discuss Alex adjourned the meeting at 4:02 p.m.

Aryeh Alex, Chairman

Signature on file with original
John Fleshman, Vice-Chairman

Signature on file with original
Ralph Horn, Trustee

Signature on file with original
Lisa Morris, Fiscal Officer
Robyn Watkins, Assistant Fiscal Officer

Minutes were taken & typed by: R. Watkins
Minutes approved by Board of Trustees on 04/02/2020