

WASHINGTON TOWNSHIP SPECIAL BOARD MEETING  
March 19, 2020  
HELD AT: WASHINGTON TOWNSHIP GOVERNMENT CENTER

Call to Order:

- A. The meeting was called to order at 6:01pm followed by the Pledge of Allegiance.

Establishment of a Quorum:

- A. Board members Amanda Babinec and Steve Blacketer were present. Board President Shane Sommers sent his regrets.
- B. Trustee Don Hodson, Fire Chief Dan Smith, and Deputy Trustee Britt Woodard were also present

Public Comment:

- A. There were no public comments.

New Business

- A. Trustee Hodson reviewed the actions the Township had taken to date in response to the COVID-19 pandemic
  - a. After Avon Schools closed, Hodson closed all Washington Township parks to enforce social distancing and support the ACSC's decision
    - i. Pecar Park and the lower part of Washington Township Park have been locked
    - ii. The Paw Park and the upper park are open so people can access trails and the dog park
  - b. The township worked on a pandemic policy as recommended by the State Board of Accounts
  - c. On March 17, Hodson gave direction to send all non-essential employees home to work remotely and keep a log of their work
  - d. Township Assistance will be working remotely and conducting interviews by phone. If the applicant load increases, other remote staff with help conduct interviews.
    - i. Babinec asked how checks would get to vendors
    - ii. Hodson replied that Sue Allen, Township Assistance Director, would be communicating with all vendors and Woodard will issue checks once Allen gives the okay
  - e. Woodard developed a plan to modify the internal control policy so accounting functions can continue remotely
  - f. Hodson pulled all credit cards back to the Township and instructed staff to limit purchases to the essentials
  - g. Hodson mentioned that our cash reserves should see the Township through the crisis, but mentioned that Township Assistance may end up needing an additional appropriation
  - h. Babinec asked if the Station 141 remodel was still continuing

- i. Hodson replied that it was but that everything else was on hold except well testing at the training ground
        - i. Hodson declared that all Township personnel would continue to receive paychecks because it is the right thing to do, because the cost to rehire and retrain would be too high, and to prevent the Township from having to pay unemployment for furloughed employees
          - i. Board members Babinec and Blacketer noted that they supported this decision
        - j. Hodson stated that he planned to keep non-essential staff remote until May 1 to stay in line with the Governor's order, but noted he would bring staff back early if things changed
        - k. Babinec thanked Hodson, EMS Chief Allen, and Fire Chief Smith for taking the time to keep everyone informed
        - l. Blacketer asked if the fire and paramedics had all the supplies they need
          - i. Chief Smith noted that he had a video conference with all 3 shifts and the greatest concern was exposure. He stated that if our crew members get quarantined, we will continue to pay them because it is the right thing to do and it keeps good people here.
          - ii. He also noted that if a crew gets quarantined, they will have the option to quarantine at headquarters if they do not want to risk exposing their families
          - iii. Chief also spoke with other chiefs and they are looking at a plan to share staff if exposure levels and quarantine get bad
- B. Adoption of COVID-19 Pandemic Policies
  - a. 031920-01: Township Pandemic Policy
    - i. The Trustee has the ability to change internal policies in the event of a pandemic provided he/she notifies the Board of those changes
    - ii. Steve Blacketer motioned to approve the policy; Amanda Babinec seconded the motion. The policy was approved 2-0.
  - b. 031920-02: Creating a remote Township Assistance with existing guidelines
    - i. Amanda Babinec motioned to approve the policy; Steve Blacketer seconded the motion. The policy was approved 2-0.
  - c. 031920-03: Revised Internal Controls for Remote Work
    - i. Steve Blacketer motioned to approve the policy; Amanda Babinec seconded the motion. The policy was approved 2-0.
  - d. 031920-04: Virtual Public Meetings
    - i. This policy would allow the Board to meet virtually so long as they abide by the open door policies in place at the time (by Governor's order)
    - ii. Amanda Babinec motioned to approve the policy; Steve Blacketer seconded the motion. The policy was approved 2-0.
  - e. 031920-05: 401A Contribution – 2019 pay 2020
    - i. This resolution authorizes the Trustee to make the 2019 pay 2020 contribution for the Township's 401A retirement plan

- ii. Steve Blacketer motioned to approve the resolution; Amanda Babinec seconded the motion. The resolution was approved 2-0.

Public Comment:

- A. There were no public comments.

Wishes to be heard:

- A. Babinec recognized Township Counsel Jeff Bellamy's hard work

Adjournment:

- A. Steve Blacketer motioned to adjourn at 6:43pm. Amanda Babinec seconded the motion.

These minutes were approved May 12, 2020.



Shane Sommers,

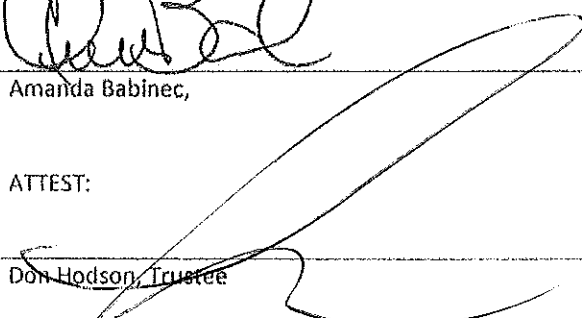


Amanda Babinec,



Steve Blacketer,

ATTEST:



Don Hodson, Trustee

Next Meeting:

Tuesday, April 14, 2020 at 3:00pm at the Washington Township Park Pavilion\*

\*This has since been cancelled (Britt Woodard, 4/2/2020)