

Hamilton Township Emergency Trustees Meeting

March 13, 2020

Trustee Board Chairman, Darryl Cordrey, called the meeting to order at 12:00 pm. Mr. Cordrey, Mr. Rozzi, and Mr. Sousa were present.

The *Pledge of Allegiance* was recited by all in attendance.

Mr. Centers explained that he has been in contact with the Board as well as held a few staff meetings regarding protocol; Governor DeWine made his announcement on the shutdown for three weeks for schools which generated more conversations. Deerfield went to minimum staffing yesterday along with Blue Ash, Mason and other areas looking into the same protocol. Mr. Centers asked Chief Reese to touch on what has been going on before he discusses our mitigations if the Board would like to move forward.

Chief Reese explained that the Medical Advisor has been training with the Fire Department for the last three days over what has been going on in relation to COVID-19. At the end of today, Captain Goodpastor and Chief Reese will be sitting down to lay out guidelines for the members of the department. As of now there is nothing confirmed in the immediate area as of yet. Predictions are that it will move across the nation and will most likely present with cold-like symptoms. Unfortunately it is the elderly who are affected the most with this illness. Right now there are items are back order. We do have a short supply and will hopefully be able to get more supplies from State and Local resources out of a stockpile. This is information overload coming in from Federal, State and Fire/EMS resources and we are trying to compile everything to come up with a focused response for Hamilton Township.

Chief Reese continued that a lot people are rolling their eyes at this pandemic. If we look at comparison charts for other countries like Italy and Germany who have open borders and did not do a whole lot to stem the illness; their initial diagnosis of people who had Coronavirus increased quickly and those kind of numbers overwhelm the medical facilities. There are only so many beds, only so many respirators, these are finite numbers. In Chief Reese's opinion, what the government is trying to do is flatten that peak out. We are still going to see it, it will still work its way through the country, but we want it to be a slow gradual rise instead of a sharp peak which overwhelms all of the services. This all may seem like overkill but with Local Government limiting contact it gives the Police and Fire a chance to respond without losing people rapidly to illness.

Mr. Sousa asked if there has been and kind of discussion that in an event like this there will be any kind of mandatory testing for First Responders or is there only testing if someone felt sick?

Chief Reese responded that because of the newness of it and the limitation on the numbers of tests available, you have to meet the criteria.

Mr. Centers explained that if the Board wanted to drop to minimal staffing, we have met on how that would work; he proceeded to review the checklist in order to maintain operations:

- The Administrative Assistant position for Mr. Hickey would be pushed to a hire date of April 6th.
- Testerman Park would remain open but we would be extending the opening of public bathrooms. They have been closed all winter so we would extend that by one week to open April 6th.
- Mounts and Marr Park's openings would be extending to April 6th. The mowing for both parks would all be accomplished on April 6th when they open.
- The baseball organizations should responsibly cancel their events. If we cancel them, there is a potential liability of them claiming lost wages, damages or anything like that. We will keep the parks open and if they have already cancelled their games or practices, they will most likely make those up on the back end so since they will still be using those fields, we wouldn't pro-rate or refund those field fees because we would essentially be pushing it just one week.
- Zoning Commission and BZA meetings are not scheduled until April 9th anyway so those will not be effected.
- Trustee meetings will remain the same date, place and time. To ensure transparency we would encourage people not attend for obvious reasons. Assuming that does happen, we would "Facebook Live" the meetings so people have that in real time. This would not become regular practice as it would be Mr. Hickey recording it with a cell phone. We are working with IT to ensure that the videos will also be uploaded within 24 hours whereas now we upload both of them following the second meeting of the month. We would accept public comments through emails to Mr. Centers. If it is an appropriate comment, Mr. Centers will relay it for discussion. This is just an attempt to keep public contact down but still go through the proper process for everything. The meetings would technically still be open to the public. We are not going to keep anyone from attending.
- Events through April 6th such as the Easter Egg Hunt will be cancelled and the Comprehensive Plan Open House will be rescheduled to a later date.
- We will be requesting to push the audit until at least April 6th. We have not gotten word of it being scheduled so we are assuming it won't be until April anyway.
- Meeting Minutes will have no disruption as they will be done remotely.
- Bills will not be disrupted. All department heads will have their bills to Ellen by Monday, she will process them on Tuesday in order to be ready for the meetings every other Wednesday.
- Payroll will not be disrupted.

- Zoning applications will need to be placed in a drop-box in the Police Department lobby with a check made out to Hamilton Township for the exact zoning fee. The Police Department will check the box regularly for money purposes and then Mr. Kraemer and Ms. Gehring will come in on Wednesdays to process them and send them back out.

We will have to come in to this building from time to time to work. It will just be very limited.

- We did have one HOA meeting scheduled for the Meeting Hall. We will refund their rental fee or get them rescheduled.
- Our admin lobby will remain open so people can get to the Police Department, however our public restrooms will not be open. After talking with different Administrators, their public restrooms are being looted for toilet paper right now.

If anything were to change and we were told that it is safe to come back, we will all be here on that day and pick up business as usual. If April 6th rolls around and things are worse, we will probably have a bigger issue that we would need to call another meeting for. Right now we just want to follow the Governor's timeframe if the Board is wanting to move on this.

- Our investments are going to take a hit without question. Mr. Centers gave all Board members a note from RedTree and has included phone numbers if they would like to get in touch for questions about everything.

Chief Hughes stated that Blue Ash, Mason, Deerfield Township, Springboro and Loveland have all implemented some type of arrangement where they are going to limited staffing. They are all encouraging folks not to come to the building but to use email or phone calls. Mason looks like they are limiting anything that would cause a gathering.

Chief Reese also commented that Clearcreek has closed off their fire stations to anything non-emergent.

Mr. Centers presented a document to the Board that would be publicly displayed on Township property letting everyone know specifics such as our Police are not going to be doing fingerprinting or background checks; No tours of the Fire or Police Departments; if a sign gets knocked down our Public Works crew will come in and fix it and go back home; the same applies to road repairs. If someone needs a limb picked up, that is not going to happen. Mr. Hickey will need to run wiring at the fire station and that has to be done. We are not going to stop working, it will be narrowed down to essential tasks.

Mr. Sousa asked if this is effecting any other hiring processes. The Administrative Assistant position was mentioned but we were posting for our Seasonal Park positions so the parks could be open April 6th, what about those?

Ms. Krieger commented that the hire date will be pushed to April 6th. She will still be coming into the office for various reasons so as applications come in we can discuss phone interviews.

Mr. Sousa asked if the police department is still moving forward with the individuals they have identified for their process? Chief Hughes replied with a yes.

Mr. Sousa referenced the large turnout for the Easter Egg Hunt; if in a week or two this situation improves, can we be flexible and still host that?

Mr. Centers explained that this was discussed and we know that we will keep up with essential tasks but when this does lift and we return to the office, we will have other work to catch up on so we don't want one of the things we come back to is hosting a big event. We also want to follow the Governor's timeline and not pick and choose what we allow.

Mr. Cordrey feels that since the schools are out, we probably should not have any events that will attract kids.

Mr. Sousa had also mentioned maybe hosting something after Easter just to get the community to come together.

Mr. Rozzi replied that he understood what Mr. Sousa was thinking but there is a parameter in place of April 6th and to get that turned around and put together again, it may backfire.

There was continued discussion about low attendance if it were to be hosted and other factors as to why we don't think it would be a good idea. We know that there will be some people upset about the cancellation from different aspects but there could be repercussions if we did not cancel too.

Discussion moved on from the Easter Egg Hunt and Mr. Cordrey asked if Public Works would be coming in on an "as needed" basis? Mr. Hickey replied yes.

Mr. Centers stated that everyone will be on-call. If they are at home and they are sick and cannot come in if needed, they would use sick time. If they are already scheduled for a vacation, they are using their vacation time and are not callable that day. Another precaution we are considering for our emergency services is childcare; they now will have school age children at home for three weeks that they weren't planning for so we will provide leniency for our employees on a case to case basis.

Mr. Sousa commented on the investments stating that we are not risking principal dollars, we are making less interest on our investments in a short period of time.

Mr. Centers stated that he will be packaging every hour “lost” and sending this off to the State for reimbursement. He is unsure if we will get anything however this was declared a State Emergency so that is how we are operating.

Mr. Sousa asked Ms. Horman if she can comfortably handle doing the finances remotely. She said that she will still come in to process bills but everything will be fine.

Mr. Centers explained that we have gone through every aspect of Zoning/Economic Development as well and how we will handle everything for Mr. Kraemer. Right now we still have a lot of meetings scheduled with the County so unless they start cancelling those, we will still attend meetings. We are mainly limiting our exposure.

-Motion: COVID-19 Coronavirus Announcement

In efforts to follow the direction of Governor Mike DeWine to reduce and mitigate the spread of the COVID-19 Coronavirus by reducing Hamilton Township personnel to essential personnel only with proper protocols implemented to ensure Township services are still produced until April 6, 2020.

Mr. Cordrey made a motion with a second from Mr. Rozzi for the above mentioned details.

Roll call as follows:	Darryl Cordrey	Yes
	Joe Rozzi	Yes
	Mark Sousa	Yes

Mr. Cordrey made a motion with a second from Mr. Rozzi to enter into Executive session at 12:20 pm in reference to O.R.C. 121.22 (G) (6).

Roll call as follows:	Darryl Cordrey	Yes
	Joe Rozzi	Yes
	Mark Sousa	Yes

Mr. Cordrey made a motion with a second from Mr. Rozzi to come out of Executive Session at 12:46 pm.

Roll call as follows:	Darryl Cordrey	Yes
	Joe Rozzi	Yes
	Mark Sousa	Yes

With no further business to discuss, Mr.Cordrey made a motion with a second from Mr. Rozzi to adjourn at 12:46 pm.

Roll call as follows:	Darryl Cordrey	Yes
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Joe Rozzi	Yes
Mark Sousa	Yes