

RECORD OF PROCEEDINGS

MINUTES OF JACKSON TOWNSHIP BOARD OF TRUSTEES MEETING

APRIL 14, 2020

Hawke called the meeting to order at 4:00 p.m. at the Jackson Township Hall with Trustees John Pizzino, Todd Hawke, and Jim Thomas present as well as Fiscal Officer Gonzalez, Administrator/Law Director Vaccaro, Public Works Director Rohn, Fire Chief Hogue, and Police Chief Brink.

Hawke moved and Pizzino seconded a motion to go into Executive Session for Police Department Personnel (Appointment/Employment/Compensation) – Maximum Vacation Accrual.

3-0 yes

Hawke moved and Pizzino seconded a motion to go into Executive Session for Fire Department Personnel (Appointment/Employment/Compensation) – Maximum Vacation Accrual.

3-0 yes

Upon return from Executive Session at 5:02 p.m., Hawke called the General Session to order. He requested that all cell phones be turned off at this time.

The Pledge of Allegiance was recited.

Administration Department

ATTACHMENT 04/14/20 A

Hawke moved and Thomas seconded a motion to approve the appropriation transfer request from account code 101.110.5387, Discretionary/Contingency, to account code 101.110.5385, Other Expense, in the amount of \$6,417.27.

3-0 yes

ATTACHMENT 04/14/20 B

Hawke moved and Thomas seconded a motion to adopt and authorize the placement of the Board Chairman's signature upon the attached 2021 Group Retrospective Rating Program Enrollment Form and approve the payment of \$17,608.00 to Care Works Comp.

3-0 yes

ATTACHMENT 04/14/20 C

Hawke moved and Thomas seconded a motion to approve and adopt the Jackson Township Temporary Emergency COVID-19 Policy (FFRCA), effective April 1, 2020 and terminating December 31, 2020.

3-0 yes

Police Department

Hawke moved and Thomas seconded a motion to accept a donation of \$250.00 from Daneen Deeds & Family.

Fire Department

Hawke moved and Thomas seconded a motion to accept a donation of \$250.00 from Daneen Deeds & Family.

Public Works Department

Highway Division

Rohn opened the bids received for the 2020 Striping Bid Project as follows:

- | | |
|-------------------------------|-------------|
| 1. JD Striping & Service | \$46,457.55 |
| 2. American Roadway Logistics | \$55,496.25 |
| 3. A&A Safety | \$44,396.59 |
| 4. Dura Mark | \$61,916.99 |

Rohn and the Highway Department will review the bids and report back to the Board on April 28, 2020.

RESOLUTION 20-061, ATTACHED 2020 CURBING REPLACEMENT PROJECT AWARD

Hawke moved and Pizzino seconded a motion that we hereby determine that Cementech, Inc. is the lowest and best bidder for the 2020 Curbing Replacement Project and hereby award a Contract to them in the base bid amount of \$137,381.00 with Alternates C and D in the amount of \$10,582.00 for a total Contract amount of \$147,963.00 in accordance with the Company's proposal and the Specifications and authorize the placement of the Board's signatures on the Contract.

3-0 yes

RESOLUTION 20-062, ATTACHED 2020 RESURFACING PROJECT AWARD

Hawke moved and Pizzino seconded a motion that we hereby determine that Superior Paving & Materials, Inc. is the lowest and best bidder for the 2020 Resurfacing Project and hereby award a Contract to them in the base bid amount of \$1,215,384.15, with Alternates A, B, C, D, E, F, G, H, I, J, and K in the amount of \$167,316.35, for a total Contract amount of \$1,382,700.50 in accordance with the Company's proposal and the Specifications and authorize the placement of the Board's signatures on the Contract.

3-0 yes

RESOLUTION 20-063, ATTACHED

LABOR SPECIALIST, PUBLIC WORKS DEPARTMENT, HIGHWAY DIVISION

Hawke moved and Thomas seconded a motion that we hereby authorize the employment of Cody T. Chase for the full-time position of Labor Specialist, Public Works Department, Highway Division, at the Step 3 rate of \$22.9967, effective June 1, 2020, at 0700 hours, in accordance with the negotiated agreement between the Jackson Township Board of Trustees and the Utility Workers Union of America, AFL-CIO, Local 568, contingent upon a negative pre-employment drug screen.

Be it further resolved that Cody T. Chase will serve a seven hundred thirty (730) day probationary period during which time he may be terminated without cause by the Board of Trustees.

3-0 yes

Park Division

Hawke moved and Thomas seconded a motion to accept a sponsorship donation to the 2020 Community Celebration in the amount of \$500.00 from Tam O'Shanter Company.

3-0 yes

ATTACHMENT 04/14/20 D

Hawke moved and Thomas seconded a motion to adopt and authorize the Board Chairman's signature upon the attached Change Order Nos. 11-13 for the North Park Amphitheater Project.

3-0 yes

Fiscal Department

ATTACHMENT 04/14/20 E

Hawke moved and Pizzino seconded a motion to pay the bills in the amount of \$1,890,861.11.

3-0 yes

ATTACHMENT 04/14/20 F

Hawke moved and Pizzino seconded a motion to approve the minutes of the March 19, 2020, March 24, 2020 and March 31, 2020 Board of Trustees' meetings.

3-0 yes

ATTACHMENT 04/14/20 G

Hawke moved and Pizzino seconded a motion to approve the monthly reports for March 2020.

3-0 yes

Routine Business

Announcements

- Next regular **Board of Trustees'** meeting, April 28, 2020, 4:00 p.m., Executive Session and/or Work Session; 5:00 p.m., General Session, Township Hall.

- **CIC**, April 16, 2020, 8:00 a.m., via video conference. Those interested in participating should email Katie Robertson at kr Robertson@jacksonwp.com.
- **LOGIC**, May 7, 2020, 9:00 a.m., via video conference. Those interested in participating should call (330)-830-4285.
- **Zoning Meetings**: Cancelled until further notice.

Old Business – None

New Business

Mr. Pizzino had a phone call asking about the possibility of hosting a Zoom meeting about a small zoning change. Mr. Vaccaro agreed that would be possible with some planning and coordination.

Hawke requested a five minute recess to set up equipment for an upcoming announcement.

Upon return from the short recess, Hawke made a presentation to the public. It is summarized below or you can listen to it [here](#).

Hawke thanked Gianni Capuano for recording the announcement and also recognized the department heads present – Chief Brink, Chief Hogue, Rohn and Vaccaro.

Hawke went on to provide an update about what Jackson Township has been doing and what changes have been made since the Stay-at-Home Order first went into place on March 22nd and subsequently April 6th.

All the changes have been made with the cooperation of the federal, state, and county governments to comply with the health orders, as well as to balance Jackson Township services while focusing on the health and safety of our business and employees. Jackson Township does not operate an independent health department, we are a part of the Stark County Health Department, and therefore we have been relying on them for our health-related orders. These Stay-at-Home Orders have required the department heads to determine essential vs non-essential employees, creating remote work environments, as well as alternative work schedules for those that are needed onsite.

Our Public Works Department has remained on-call with some employees working alternate shifts. However, since the updated Stay-at-Home Order that went into effect April 6th, some Public Works Department employees have become more essential and have been required to be onsite. With that in mind, they have been working adjusted shift times and we have been trying to spread our staff out.

The Parks Department has been the toughest. Since the Stay-at-Home Orders have gone into effect, people are encouraged to be outside and active, but asked to refrain from assembling in large groups. To comply, we have had to close all pavilions, courts, playgrounds, and fields, even though we would love to see them being used. We appreciate your continued cooperation and patience and please ask that it continue until the Stay-at-Home Orders are lifted. As a reminder,

the walking paths remain open, but please continue to maintain social distancing and give room to others as they are passing. All park rules and updates can be found on our website. Our Park Department has been busy trying to maintain the grounds and keep everything ready for when the orders are lifted.

The Highway Department has also been busy maintaining roadways, preparing for upcoming construction, and continuing the upkeep of roads, including tree and branch removal after the storms. They have been staggering work shifts, keeping out of common areas and have been driving separate vehicles to work sites. They have also been taking extra steps to keep vehicles cleaned and properly sanitized.

The Central Maintenance Department has been following suit and also working separate shifts in order to keep all equipment and vehicles up and running. They have also been taking additional steps to keep the facilities clean and operating. We understand that the Yard Waste Site is still important to residents and it is still open. As a reminder, key cards are required to access the site and helps keep non-residents and commercial businesses from using the site. As you are using the Yard Waste Site, please remember to maintain social distancing. Information about the key cards and the regulations of the Yard Waste Site can also be found on our website.

Our safety forces, fire and police, are a 24/7 job but have been doing what they can to keep our employees healthy. They have been alternating schedules when workloads allow, as well as trying to keep staff in different areas of the building. The Fire Department of course remains fully staffed at all five stations, but has increased cleaning and sanitizing regimens, as well as limiting non-essential and unnecessary contact with residents. The Police Department has likewise been limiting contact whenever possible. However, when resident contact is needed, both the Fire and Police Departments are taking precautions by using PPE. Our police officers have furthermore been assisting with enforcing the Stay-at-Home Order to help keep residents and businesses safe.

The Red Center has also been doing a great job of managing the calls and questions that have been coming in. They are offering help via the phone when able and, like everyone else, have been implementing social distancing as much as possible.

Our Township Hall building which houses the Administration, Zoning and Fiscal Departments, has been closed to the public to help keep our employees safe. Most of the Administration, Zoning and Fiscal staff have been working from home, but remain on call as needed. If they need to come into the office, they too have been working during the evening or alternating hours. The Zoning Department is taking this opportunity to monitor zoning compliance and nuisances around our township.

The Fiscal Office has been closely monitoring the budgets. Thankfully, we are primarily funded by tax levies and not reliant on income and sales tax like some cities and counties. We do realize, however, that moving forward, depending on how long the Stay-at-Home Orders are in place, we may come across some issues with residents unable to pay their property taxes. We are monitoring it closely and will work with people as needed. We are realistic and know we will face some loss of revenue, but we do have capital funds set up if needed.

Lastly, we wanted to offer some additional resources to our residents. The main website where you can get up to date information is coronavirus.ohio.gov. There are also websites for those looking for employment via [Ohio Means Jobs](#) or more directly, [Stark County Jobs](#). For small business employers who are struggling, there is a new program starting today, [Faith in Stark](#). This website is where small businesses with 10 or less employees can apply for grants ranging from \$500-\$5,000 to assist with business expenses. The [Stark Economic Development Board](#) and the [Canton Regional Chamber of Commerce](#) are also good resources for employers. As always, if you have any needs or questions, please reach out to us.

For residents who are wondering what they can do to help, please continue to follow the Stay-at-Home guidelines and social distancing. Also, don't forget about patronizing local restaurants for drive-through or carry-out. If you are sick, please stay home and follow the self-quarantine rules, but make sure you reach out if you need additional help. Check on your neighbors, family and friends, and the elderly. Make sure to keep your physical and mental health strong by getting out and exercising.

Lastly, a few important issues to mention. All votes for the March 17, 2020 Primary Election must be postmarked by April 27th. You can request a mail-in ballot by going to [Stark County Board of Elections](#), Ohio Secretary of State or follow the link posted on our website. Please also take this time to respond to the 2020 Census. The information obtained through the census will be very important to the Township moving forward.

In closing, please continue to monitor our Facebook page and website for upcoming events. We are trying to postpone events, instead of just canceling. We want to thank all essential employees, front line workers, first responders, and all those putting their lives at risk. We, as your elected officials, are doing everything we can to keep things together and running smoothly. We know this is a tough time and we are all making personal sacrifices, some simple and some difficult sacrifices, such as closing businesses, being laid off, taking pay reductions, our kids being out of school and extra-curricular activities, etc. We will persevere, we always have and we always will. Thank you everyone, thank you fellow elected officials, department heads, township employees, and residents. Keep it up, stay strong and healthy.

Hawke moved and Thomas seconded a motion to adjourn.

3-0 yes

Todd Hawke

Randy Gonzalez