

RECORD OF PROCEEDINGS*Minutes of Meeting*

Plain Township Board of Trustee Meeting

Held

Administrative Office

7:15 a.m.

The Plain Township Board of Trustees met in regular session by video/ teleconference.

Roll Call: Members Present: Dave Olmstead and Tom Rybski. Bud Zappitelli, Fiscal Officer was present. Other people present were Ben Collins, Chief Hoovler, Assistant Chief Rupp, Cindy Powell, Bob Pharris, Mary Fee and Courtney Rogers.

Visitors present: Deputy Ken Upton.

Dave Ferguson joined at approximately 7:45 a.m.

ADDITIONS OR CORRECTIONS TO THE AGENDA

None

APPROVAL OF MINUTES

Mr. Rybski made a motion to approve the April 1, 2020 Board of Trustees Meeting minutes as submitted. Mr. Olmstead seconded the motion. Vote: All Aye. (Resolution 20041501)

PAYMENT OF THE BILLS

Mr. Rybski made a motion to pay the pending warrants in the amount of \$724,228.99. Mr. Olmstead seconded the motion. Vote: All Aye (Resolution 20041502)

ADMINISTRATOR

Mr. Collins reported that there were a few more residual claims for the 2019 HRA. The Ohio Bureau of Workers Compensation is refunding our 2018 premium. There was a Franklin County Township Association meeting with the County Treasurer and Auditor. There was discussion regarding the county's decision to delay the 2nd half property tax deadline. Mr. Collins gave a status update on property tax distribution and how it would impact the Township's 5 year capital and operating budget. The Franklin County Treasurer commented that Townships can request an advance on a recurring basis. Mr. Collins reported that he has prepared a temporary emergency Covid-19 leave policy for the Township. It would provide for up to 96 hours of leave.

Mr. Collins reported that the Township is still moving forward with the pool opening. There have been no updates from the industry or the Health Department at this time. Mr. Collins believes they will have some guidance from Governor Dewine on April 28th or 29th. Mr. Rybski inquired about refund requests. Mr. Collins reported that we have had 2 since the last meeting.

Mr. Olmstead made a motion to pass Resolution No. 200415A1.

**A RESOLUTION TO ESTABLISH THE PLAIN TOWNSHIP TEMPORARY
EMERGENCY COVID-19 LEAVE POLICY**

A. Purpose

The purpose of this Policy is to define the rights and obligations of Township employees in connection with leave taken pursuant to the Families First Coronavirus Response Act (FFCRA), including the Emergency Family and Medical Leave Expansion Act and Emergency Paid Sick Leave Act provisions of the FFCRA.

B. Policy and Effective Dates

Eligible employees may take leave for qualifying reasons in connection with COVID-19 consistent with this Policy. This Policy is temporary and is effective between April 1, 2020 and December 31, 2020.

C. Definitions

The following definitions apply to this Policy:

- 1. “Eligible employee”:** An eligible employee means a Township full-time or part-time employee, except as stated in this policy.
- 2. “Emergency responder”:** An emergency responder is an employee who is necessary for the provision of transport, care, health care, comfort, and nutrition of such patients, or whose services are otherwise needed to limit the spread of COVID-19. This includes but is not limited to police officers, fire fighters, emergency medical services personnel, emergency medical technicians, paramedics, emergency management personnel, and persons with skills or training in operating specialized equipment or other skills needed to provide aid in a declared emergency as well as individuals who work for such facilities employing these individuals and whose work is necessary to maintain the operation of the facility. For the purpose of this Policy, the following full-time and part-time employees are “emergency responders” of Plain Township: Fire Chief, Assistant Fire Chief, Battalion Chief, Captain, Lieutenant, Firefighter-Paramedic, Fire Inspector.
- 3. Full-Time Employee:** A full-time employee is an employee who is normally scheduled to work 30 or more hours per week.
- 4. Part-Time Employee:** A part-time employee is an employee who is normally scheduled to work fewer than 30 hours per week.
- 5. “Qualifying reason”:** A qualifying reason for the use of leave under this Policy means one or more of the reasons stated in Section D, Use of Leave, in this Policy.

D. Use of Leave

An eligible employee may use temporary paid leave under this Policy for the following reasons, if unable to work or telework due one of these reasons, before using other accrued paid leave:

1. The employee is subject to a federal, state, or local quarantine, or isolation order related to COVID-19;
2. The employee has been advised by a health-care professional to self-quarantine because of COVID-19;
3. The employee is experiencing symptoms of COVID-19 and is seeking a medical diagnosis;
4. The employee has a bona fide need to care for an individual with whom the employee has a personal relationship, and would be expected to care for the person, who has been ordered or advised to quarantine or isolate;
5. The employee is needed to and actually caring for care for a child under 18 years old due the unavailability of school or childcare for COVID-19 reasons, or to care for an adult son or daughter, who (1) has a mental or physical disability, and (2) is incapable of self-care because of that disability, due the unavailability of school or childcare for COVID-19 reasons; or
6. For similar conditions as determined by the Secretary of Health and Human Services.

Employees in the following positions are exempted from this Policy: _____

Length of Leave and Compensation

The length of leave and amount of compensation under this Policy, not deducted from employee leave balances, is limited to the following:

1. Categories ##1-3. An eligible employee is entitled to up to two weeks of emergency sick leave at their full pay, calculated based upon their regular rate of pay, for leave under Categories ##1-3 in Section D.
2. Categories ##4-6. An eligible employee is entitled to up to two weeks of emergency sick leave at two-thirds of their regular rate of pay or two-thirds of minimum wage, whichever is greater, for leave under Categories ##4-6 in Section D.
3. Compensation. An eligible employee is entitled to eighty (80) hours of pay at their regular rate (up to \$511 per day and \$5,110 in total) for leave taken for Categories #1-3, and two-thirds of their regular rate of pay if emergency sick leave is used for Categories #4-6 (up to \$200 per day and \$2,000 in total). Emergency responders who regularly work 24 hour shifts and more than 40 hours per week, and are taking leave authorized under Categories #1-3 of this Policy, will be compensated for their hours absent from work during the two-week leave period, up to 96 hours total (up to \$1,100 per day and \$5,110 in total).

Part-time employees are entitled to the equivalent of the hours they work on average in a two-week period. For part-time employees who do not work a regular schedule, the two-week equivalent will be based on an average number of hours worked in the previous six months.

4. **Emergency Expanded Family Medical Leave (EFMLA)**. An eligible employee who has worked for the Township for at least thirty (30) days prior to the commencement of the leave, may take up to twelve (12) weeks of EFMLA leave for the reasons stated in Section D.5. of this Policy.

The first ten (10) days of EFMLA leave are unpaid, but the employee may substitute two weeks of available emergency paid sick leave as set forth in Section D.5. of this policy, or their Township accrued vacation leave, personal leave, or medical or sick leave, for unpaid leave during this time.

The remaining EFMLA days after ten (10) days will be paid at two-thirds the employee's regular rate of pay or two-thirds of minimum wage, whichever is greater (with a maximum payment of \$200 per day and \$12,000 total for the twelve (12) total weeks of total leave when combined with Category #5 leave), which shall not be deducted from the employee's accrued leave balances.

Spouses who are both employed by the Township are jointly entitled to a combined leave total of twelve (12) weeks (rather than twelve (12) weeks each) for these childcare purposes. Employees who are both employed by the Township may not take this leave at the same time.

Where an employee has already taken FMLA in the current twelve-month leave year, the maximum twelve weeks of EFMLA leave is reduced by the amount of FMLA leave already taken in that year. The EFMLA leave available under this Policy will be deducted from the total FMLA leave available for all FMLA qualifying conditions in the leave year, such as an employee's serious health condition, a serious health condition of an employee's immediate family member (spouse, child or parent), upon the birth, adoption or foster placement of a child or for certain military leave related reasons. The period applicable for traditional FMLA leave is applicable to the leave requested by employees under this policy.

5. An employee taking leave under this Policy is entitled to continued coverage under the Township's group health plan on the same terms as if the employee did not take leave.
6. An employee taking leave under Category #5 paid sick leave and/or taking EFMLA must be present with the minor child or children during regular work hours and otherwise act in a manner consistent with the need for such leave.
7. No employee may take leave intermittently or on a reduced-schedule basis for leave under Categories ##1-4 or #6. No employee may take leave intermittently or on a reduced schedule basis for leave under Category #5, or EFMLA, without the prior express approval of the Township.
8. Except regarding EFMLA, an eligible employee is eligible for a total of two (2) weeks of paid leave under this Policy. An employee who exhausts leave authorized by this Policy, and is still unable to return to work, may apply for

other available leave under Township policy, including Family Medical Leave, provided the employee is otherwise eligible.

- 9. No leave will accrue, carry-over past December 31, 2020, or be paid-out under this Policy.**

E. Seniority and Reinstatement

Provided the employee meets the conditions of this Policy, an employee who takes leave under this Policy will be reinstated to the same or an equivalent position upon return from leave, except if the position that the employee occupied prior to taking the leave is not available due to an action that would have affected the employee regardless of whether the leave was taken.

F. Requests for Leave and Documentation

Employee requests for leave must be submitted as soon as practicable prior to the commencement of the leave, or if prior notice is not possible, as soon as practicable after the leave begins. The employee must request leave on a form provided by the Township and provide the requested documentation of the need for leave and follow the Township's policies and regular reporting procedures for each absence. Employees must continue such notification each succeeding day of absence except in cases of prolonged illness or absences where the employee has been granted a set period of leave, such as under #5 when school is closed until a date certain. The Township will maintain employee medical information confidentially.

Employees taking leave under this policy are expected to engage in conduct consistent with their need for such leave. If circumstances of the need for leave change, employees must notify their supervisor of the new facts so a determination can be made concerning the appropriate leave, if any, that is available to the employee.

G. Retaliation

No employee will be retaliated against for exercising a right to leave in accordance with this policy.

Mr. Rybski seconded the motion. Vote: All Aye

ZONING

Mr. Collins said that the Board of Zoning Appeals met last night. They accepted a new application for 8241 Schleppi Road for an accessory structure in excess of the permitted square footage. The Board held a hearing on the application at 5151 East Walnut Street on a variance for an accessory structure on the required side yard setback. The Board approved it.

MAINTENANCE

Mr. Pharris reported that the Maintenance Department has been working at the pool. They are preparing the interactive equipment. They also had to replace the exhaust fan in the concession stand. They took out all the exhaust fans and cleaned them as a result.

Mr. Pharris reported that he hired two seasonal employees that started last week, Jared Fee and Ben Martindale.

The Cemetery has one cremation funeral today.

There was no update on the 8 visitor parking signs that the Township ordered.

FIRE DEPARTMENT

Chief Hoovler said there were 79 fire and EMS runs since the last Board of Trustees meeting. Captain Carney is back to work. He is updating the Infectious Disease Policy. Chief Hoovler reported that runs are down and they are spending their time disinfecting the fire station. They are researching different ways to decontaminate. Mr. Rybski inquired about how the auxiliary station is doing. Chief Hoovler said that there is a slight delay in getting the engine on a run but because of its location, they are getting to some areas faster.

Assistant Chief Rupp reported that the weekly requests that the Fire Department makes to the Franklin County EMA are working out well. Some supplies that the Fire Department has not been able to get through normal suppliers, they've been able to get through these requests.

Assistant Chief Rupp also reported that they are reviewing all forms that will be necessary to complete for reimbursement. They are tracking all expenses related to Covid-19.

Chief Hoovler reported that the temporary hospital at the Convention Center is ready. The Central Ohio hospitals are at 50% capacity. Mr. Rybski inquired about the peak timing for Central Ohio. Chief Rupp said it is anticipated to occur this weekend.

Chief Hoovler reported that the new Medic is scheduled to be picked up April 23, 2020. The Engine refurbishment is almost complete. The Fire Department is still waiting on information from OTARMA insurance company on Engine 122.

Mr. Olmstead made a motion to pass Resolution No. 200415F1. Whereas, Plain Township has accepted a 2018 Assistance to Firefighters Grant for a Fire Alarm System. The award check from FEMA in the amount up to \$42,857.14 for the purchase and installation of the Fire Alarm System and Plain Township's responsible portion in the amount up to \$2,142.86 for a total of up to \$45,000 will be receipted in Fund 4901 – FEMA Grant; and Be it Resolved: To certify and appropriate \$45,000 in Fund 4901 – FEMA Grant in account 4901-220-55000 (FEMA – Grant – Fire Equipment) and to transfer an amount up to \$2,142.86 from Fund 2111-220-59010 (Fire-Transfers-Out) to Fund 4901 – FEMA Grant 4901-000-45019 (FEMA - Grant – FEMA – Grant).

Mr. Ferguson seconded the motion. Vote: All Aye

**Mr. Olmstead made a motion to pass Resolution No. 200415F2. Be it resolved to pay PDS Systems \$25,000.00 for the purchase of a new fire alarm system for the fire station out of fund 4901-220-55000. (FEMA Grant-Fire Equipment)
This amount will be reimbursed from the FEMA grant.**

PDS Systems**1198 Old Henderson Road****Columbus, Ohio 43220****Mr. Ferguson seconded the motion. Vote: All Aye****FISCAL OFFICE**

Mr. Olmstead inquired as to the status of the VIP Software implementation. Mr. Zappitelli reported that the Fiscal Office is beginning to work with the Fire Department on using the software.

Mrs. Powell reported that the Fiscal Office has entered all of the March transactions in VIP and our first end of month in the new accounting system went well. We are currently working on Covid-19 tracking in VIP. Mr. Olmstead said that he likes the new reporting that is coming out of the VIP software.

Mrs. Powell reported that the Township received a Cares Act – Provider Relief stimulus payment of \$7,926.52 that was deposited in our EMS Lockbox. The Fiscal Office and the Fire Department are working with Change Healthcare to see what reporting/tracking we need to do in order to be compliant with this payment. Chief Rupp gave a brief overview of the Cares Act. There was a brief discussion concerning annexations and property tax receipts.

Mr. Rybski thanked Mrs. Powell and Mr. Zappitelli for working through the VIP software conversion. He asked about staffing needs for VIP going forward. Mrs. Powell said that we might need a few hours of Mrs. Rousseau's assistance but the majority of the project has been completed. We are working on getting the fire department set up in VIP as quickly as possible to assist with COVID-19 tracking.

Chief Hoovler said that he likes the new VIP reports. He said that everything is taking him longer because he knew the previous account codes and with VIP they are now 12 digits long. He said that Ms. Barnett has been doing a great job assisting him with the invoices and tracking COVID-19 expenses.

Mr. Ferguson said that he really appreciates the new software and he congratulated the fiscal office on the completion. He thanked everyone for their hard work on the project and he is looking forward to the new reports. Mr. Olmstead thanked everyone on the project as well and stated that he knows what it is like to put in a new system.

Mr. Olmstead asked about the transfer to the pool fund. Mrs. Powell said that the transfer was needed due to the fund balance being low. Year after year the fund balance carryover keeps getting lower so this was budgeted. We appropriated to transfer up to \$100,000 due to cash flow and operational needs. Mr. Collins reported that pool costs have been incurred in opening preparations. If the pool does not open, there may be additional transfers needed to cover the costs because membership fees will be refunded.

Mr. Olmstead made a motion to pass Resolution No. 200415B1. Be it Resolved: To transfer \$50,000 from Fund 1000 General Fund Transfer-out line (1000-110-59010) to Fund 2171 Pool Fund Transfers-in line (2171-000-49031).

Mr. Rybski seconded the motion. Vote: All Aye

TRUSTEES

Mr. Rybski reported that resident David Hodges reached out to him regarding drainage issues. Mr. Rybski communicated that the Township would investigate the issue and get back to him. Mr. Olmstead reported that he is seeing drainage issues in his area as well.

SHERIFF'S DEPUTY KEN UPTON

Deputy Upton reported that the Sheriff's office is paying attention to areas where residents are hesitant to follow quarantine orders. To his knowledge, there aren't any cases in Plain Township of residents ignoring quarantine orders.

Deputy Upton reported that his department is monitoring businesses to make sure they are not being tampered with. They are also performing well-being checks.

ADJOURNMENT

Mr. Olmstead made a motion to adjourn the meeting at 8:15 a.m. Mr. Rybski seconded the motion. Vote: All Aye

BOARD OF TRUSTEES:

DocuSigned by:

Dave Ferguson

David Ferguson, Trustee

DocuSigned by:

Dave Olmstead

Dave Olmstead, Trustee

DocuSigned by:

Tom Rybski

Thomas Rybski, Trustee

DocuSigned by:

Bud Zappitelli

Bud Zappitelli, Fiscal Officer