

# RECORD OF PROCEEDINGS

Minutes of Franklin Township Trustees

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held March 16

20 20

The Franklin Township Board of Trustees met in special session on March 16, 2020 at 7 AM. In attendance was Franklin Township Trustees Brian Morris, Matt Jennings, Shane Centers as well as Administrator Traci Stivers and Road Superintendent Rob Rose.

The meeting began with the Pledge of Allegiance.

Visitors – None

Old Business – None

New Business-

A. Recommendation for COVID-19 protocols, Mrs. Stivers provided the Board of Trustees with the recently adopted practices of many neighboring communities as well as information from the Ohio Department of Health. She suggested the board make a determination department by department instead of a one size fits all approach. The board agreed.

- a. Senior Transportation – Mrs. Stivers said this is the one department she had mixed feelings about since the drivers deal with life or death transportation. Residents cannot be denied their transportation to chemotherapy or dialysis, but the employees must use extreme caution since they are dealing with a high risk group. Mrs. Stivers suggested that we continue transporting for medical needs only, implement a maximum of 2 riders at a time rule in order to comply with social distancing and ask drivers to deep clean the bus daily. Furthermore, she suggested that if a rider were exhibiting symptoms of COVID-19 we should give the drivers the right to refuse transportation. The Board agreed.
- b. Mrs. Stivers asked how the Board would like to handle pay. Mr. Jennings suggested everyone be paid as they normally would. Mrs. Stivers pointed out that hours can fluctuate and suggested 24 hours per week for part time staff and 40 hours per week for full time staff. The Board agreed. Mr. Jennings asked for an exception. If employees work after hours they should still be compensated with overtime pay. The Board agreed.
- c. Road Department – Mrs. Stivers suggested we should follow the leader of many of our neighbors and go to essential on call work only. The employees would be called in for matters that effected public safety such as a line down, or a sign down. But not dead animals in the road, or similar calls. Employees would be on-call and if they do not come in it would be the same as a call off.
- d. Cemetery – Mrs. Stivers would like to close the cemetery office and only open it by appointment when absolutely necessary. We would have to still do funerals, but should practice social distancing and take precautions. Mr. Morris suggested that if the shortage of masks ceases, we should get some masks and make it a requirement of employees to wear them. Everyone agreed that was a good idea. Employees would be on-call and if they do not come in it would be the same as a call off.
- e. Fire – Mrs. Stivers said that Chief Hannigan had already suspended trainings and any unnecessary gatherings. The firefighters are already on call and the Chief is looking into more preventative measures to keep the Firefighters families safe in the event they are in contact with a patient. The Board had no further suggestions or changes.

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- f. Administrative Offices – Mrs. Stivers said that all work could be done remotely. Any resident needs can be handled electronically. If approved, she planned to put signage on the door for deliveries and for residents who visit to know how to contact us. Mr. Jennings said that all staff should take the day to really clean everything and start working remotely the following day.

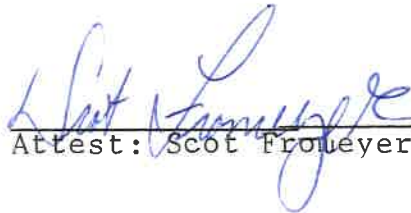
Trustee Centers instructed Mrs. Stivers to cancel the scheduled meet and greet event with Carlisle Council and Carlisle School Board. He also posed the question “what do we do if we cannot meet because two of us become sick or come into contact with someone who is sick?” Trustee Morris suggested that the board give Mrs. Stivers authority to make any changes deemed necessary without Board approval. The Board agreed.

Mr. Morris made a motion to give Mrs. Stivers full authority to make changes to pay, hours worked and practices for township operations and staff effective immediately. Mr. Jennings seconded the motion.

ROLL CALL: Mr. Morris – Yes  
Mr. Jennings – Yes  
Mr. Centers – Yes Motion carried.

Mr. Jennings made a motion to adjourn. Mr. Morris seconded the motion.

ROLL CALL: Mr. Jennings – Yes  
Mr. Morris – Yes  
Mr. Centers – Yes Motion carried.

  
Attest: Scot Froueyer