

Chairman Trustee Ristas opened the **April 20, 2020** meeting with the Pledge of Allegiance at 7:30 p.m.

ROLL CALL: Hozalski, present; Ristas, present; J. Woodrum, present; Ciarrone, present; A. Woodrum, present.

OTHERS PRESENT: None

AUDIENCE PARTICIPATION: None.

MINUTES: Trustee Ristas moved to approve the April 6, 2020 minutes as written. Trustee Hozalski seconded the motion. All voted yes. Motion passed.

ZONING INSPECTOR'S REPORT:

1. The Office received two calls regarding zoning matters. The first was for jurisdiction of a cell tower that is having a diesel tank installed, and the second was for homeowner Wayne Schram who inquired about a new construction zoning permit. Both requests were referred to the Zoning Inspector.

FIRE CHIEF'S REPORT:

1. Fire Chief Adam Woodrum forwarded a copy of the fire equipment and property inventory to the fiscal officer for inclusion on the 2020 OTARMA liability insurance policy.

MAINTENANCE REPORT:

1. Trustee Woodrum reported for Maintenance Supervisor Helms, who was not at the meeting.
2. The question came up whether the Township can charge back the cost of labor of our maintenance staff, as well as materials, to the cemetery grant. The Fiscal Officer will research this question.
3. Pinnacle Monuments is charging \$220 per repair of headstones with a minimum of 20 headstones.
4. Kyle Michelak inquired about a deed for cemetery Lot 286, Sec. B, Grave C for he and his wife. Fiscal Office Ciarrone will have this prepared for Trustee signatures for next meeting.
5. Trustee Woodrum informed the Board that employee Larry Jewell had resigned from Maintenance. Fiscal Officer Ciarrone will contact Maintenance Supervisor Helms to secure a resignation letter with date of resignation. Mr. Jewell has not worked in April.

TRUSTEES REPORT:

1. Trustee Hozalski gave the fiscal officer his email address.
2. Trustee Woodrum held a conference call with the Ambulance District and they paid bills.
3. The LORCO meeting was cancelled as well as the ODOT Random Drug tests.
4. Trustee Ristas gave an update on Covid-19 in the county. He is on a weekly conference call from the Cleveland Clinic. The Lorain County Health department informs our Trustees about active cases in the township.
5. The Memorial Day parade has been cancelled this year due to the Coronavirus pandemic. The Fiscal Officer Assistant will update our website with this information.
6. The Trustees asked the Fiscal Officer to check on updating paperwork for two new zoning members who were hired.

FISCAL OFFICER'S REPORT

20-64

1. Trustee Hozalski moved with Resolution # 20-64 to pay the invoice for Leavitt Communications in the amount of \$1062.00 for purchase of pagers for the Fire Department. Trustee Woodrum seconded the motion. All voted yes. Motion carried.
2. A new fax machine for office and fire department use was purchased for \$351.96. FOA Parrish installed it.
3. The Maintenance Supervisor will begin receiving pay semi-monthly.

4. Three tax settlement checks were being reissued because they still had the old fiscal officer's name on them.
5. FOA Parrish is gathering materials to submit to the state Auditor.
6. The office has been receiving calls from residents about Dumpster Days. A notice will be put on the township website.
7. The annual salt contract has been submitted and approved.
8. The cemetery grant deadline has been extended to 90 days following the end of the state shutdown orders or December 1, 2020.

OLD BUSINESS:

NEW BUSINESS:

1. Trustee Woodrum asked the Fiscal Officer if he had seen a deposit for the federal stimulus check. He will check for next meeting.

PAY BILLS:

Trustee Hozalski **moved to pay the bills** providing the fiscal officer says the funds are in place. Trustee Woodrum seconded the motion. All voted yes. Motion passed.

ADJOURNMENT: Trustee Hozalski **moved to adjourn** at 9:15 p.m. Trustee Ristas seconded the motion. All voted yes. Meeting adjourned.

NEXT MEETING:

Board of Trustees Meeting: Monday, May 4, 2020 @ 7:30p.m., 42 Court Street, Kipton

Fiscal Officer

Trustees