

**Brimfield Township Board of Trustees
Regular Meeting
Wednesday October 21, 2020**

The Brimfield Township Board of Trustees met in a regular meeting on the above date, at the Brimfield Town Hall. Present were Trustees Sue Fields, Nicholas Coia, Mike Kostensky, and Fiscal Officer John Dalziel.

The meeting was called to order at 8:00 AM.

MOTION #2020-323

Mike Kostensky moved to approve the amended agenda to include Summacare renewal. Sue Fields second.

Mike Kostensky	- yes	Sue Fields – yes
Nicholas Coia	- absent	Motion Passed

MOTION #2020-324

Sue Fields moved to approve table minutes and P O's until the 11/4/20 meetings. Mike Kostensky second.

Mike Kostensky	- yes	Sue Fields – yes
Nicholas Coia	- absent	Motion Passed

Police:

MOTION #2020-325

Mike Kostensky moved to approve the PO to Vance's in the amount of \$5,423.20 for Taser's and Ammo. Sue Fields second.

Mike Kostensky	- yes	Sue Fields – yes
Nicholas Coia	- absent	Motion Passed

Fire: No Action

Administration:

MOTION #2020-326

Sue Fields moved

WHEREAS, the State of Ohio through the CARES act, administers financial assistance for Covid-19 supplies, through the State of Ohio.

WHEREAS, the Township of Brimfield desires financial assistance under the CARES Act Grant Program,

NOW, THEREFORE, be it resolved by the Township of Brimfield, that the Township of Brimfield approves filing for financial assistance in the amount of \$372,249.24.

That the Township of Brimfield does agree to obligate the funds required to satisfactorily complete the purchase of Covid-19 related items. Mike Kostensky second.

Mike Kostensky	- yes	Sue Fields – yes
Nicholas Coia	- absent	Motion Passed

MOTION #2020-327

Mike Kostensky moved to approve the appropriation amount of \$113,538.65 for salaries, contracted services and repairs and maintenance for Fund 2198. Sue Fields second.

Mike Kostensky	- yes	Sue Fields – yes
Nicholas Coia	- absent	Motion Passed

MOTION #2020-328

Sue Fields moved to approve COVID-19 expenditures of \$485,787.65 as below. Mike Kostensky second.

Administration	-	\$102,000.00
Police	-	\$191,893.82
Fire	-	\$191,893.82

Mike Kostensky	- yes	Sue Fields – yes
Nicholas Coia	- absent	Motion Passed

MOTION #2020-329

Mike Kostensky moved to approve Cemetery Software purchase in the amount of \$13,880.00 from Cemsites. Sue Fields second.

Mike Kostensky	- yes	Sue Fields – yes
Nicholas Coia	- absent	Motion Passed

Covid-19 Operation Guideline’s

Resolution #2020-330

Date 10/21/2020

Mike Kostensky moved to approve the following. Sue Fields second.

The following is a guideline that follows the State of Ohio Public Health Advisory System. Brimfield Township will follow the States guideline in determining what actions will be taken per the Portage County Alert Level issued by the State of Ohio each week.

Brimfield Township has also previously defined “Essential” vs “Non-essential” workers. These classifications are as listed below:

Essential:

- Department Heads (Police, Fire, Roads)
- Police Department Secretaries / Administrative Staff
- Police, Fire, & Road department employees
- IT employees
- Zoning Inspector

Non-Essential:

- Zoning secretaries
- Fiscal secretaries
- Town Hall secretaries
- Parks and Recreation employees

Alert Level Responses:

Level 1 (Yellow):

Essential and Non-Essential employees work a normal schedule exercising all recommended precautions issued by the Ohio Department of Health & the Portage County Health Department. Township buildings will remain open to the public with a restriction on the number of allowed visitors in the building per the Portage County Health Department. Public meetings and hearings will be virtual to allow for safe personal distancing. Department Heads, Zoning Board Members and Board of Trustee members may convene in one central location for meetings or opt to attend virtually.

Level 2 (Orange):

Essential and Non-Essential employees work a normal schedule exercising all recommended precautions issued by the Ohio Department of Health & the Portage County Health Department. Township buildings will remain open to the public with a restriction on the number of allowed visitors in the building per the Portage County Health Department. Public meetings and hearings will be virtual to allow for safe personal distancing. Department Heads, and Board of Trustee members may convene in one central location for meetings or opt to attend virtually. Zoning Board Members must attend meetings virtually.

Level 3 (Red):

Essential and Non-Essential employees work a normal schedule exercising all recommended precautions issued by the Ohio Department of Health & the Portage County Health Department. Township buildings will remain open by appointment only. Public meetings and hearings will be virtual to allow for safe personal distancing. Department Heads, Zoning Board Members and Board of Trustee members must attend meetings virtually.

Level 4 (Purple):

Essential employees will work a normal schedule exercising all recommended precautions issued by the Ohio Department of Health & the Portage County Health Department. All non-essential employees will work in a teleworking status unless operational needs necessitate onsite work. Township buildings will be closed to public access. Public meetings and hearings will be virtual to allow for safe personal distancing. Department Heads, Zoning Board Members and Board of Trustee members must attend meetings virtually.

Teleworking

All non-essential employees will be teleworking until the state color drops below purple. Non-essential employees will be directed by their immediate supervisor as to report for a regular scheduled work shift or be allowed to telework for the day. At any time, a non-essential employee can be called back by any department head to work from the office to meet organizational demands. The teleworking status will not change an employee’s headquarters location.

Employees in a teleworking status will be required to:

- Be available to work during regular business hours (8-4 Monday- Friday) This will include answering phone calls, emails, work projects, project lists, etc.
- Submit by email a work log at the end of each business day to their direct supervisor outlining work activities completed during the day

Brimfield Township reserves the right to change/ tweak the guideline as things change. We understand there are work situations outside the scope of this guideline. Those situations MUST be approved by the Department Head or Board of Trustees.

Date: 10/21/20

Trustees

Nicholas Coia-

Mike Kostensky-

Sue Fields-

Absent

Yea

Yea

Zoning:

MOTION #2020-331

Mike Kostensky moved to approve the hiring of Lauren Coffman as full time Zoning Secretary, effective 11/2/20. Starting wage \$34,000.00. Sue Fields second.

Mike Kostensky
Nicholas Coia

- yes
- absent

Sue Fields – yes
Motion Passed

MOTION #2020-332

Nicholas Coia moved to schedule a demolition hearing for 1435 Tallmadge Road on 10/21/20 at 7:30 AM. Mike Kostensky second.

Mike Kostensky	- yes	Sue Fields – yes
Nicholas Coia	- yes	Motion Passed

Road: - No Action

Parks: - No Action

MOTION #2020-333

Mike Kostensky moved to approve the 1/1/21 Summacare renewal of 3.04%. Sue Fields second.

Mike Kostensky	- yes	Sue Fields – yes
Nicholas Coia	- absent	Motion Passed

MOTION #2020-334

**MOTION FOR EXECUTIVE SESSION
BRIMFIELD TOWNSHIP BOARD OF TRUSTEES**

This date, 10/21/2020, Trustee Mike Kostensky moved to convene in executive session, pursuant to Ohio Revised Code Section 121.22(G), for the purpose of considering the following matters:

A check mark must be placed next to the applicable section(s):

- (1) To consider the:
 - appointment, employment,
 - dismissal,
 - discipline,
 - promotion,
 - demotion,
 - or compensation of a public employee or official,
 - or the investigation of charges or complaints against a public employee, official, licensee, or regulated individual, unless the public employee, official, licensee, or regulated individual requests a public hearing.

Except as otherwise provided by law, no public body shall hold an executive session for the discipline of an elected official for conduct related to the performance of the elected official's official duties or for the elected official's removal from office. If a public body holds an executive session pursuant to division (G)(1) of this section, the motion and vote to hold that executive session shall state which one or more of the approved purposes listed in division (G)(1) of this section are the purposes for which the executive session is to be held, but need not include the name of any person to be considered at the meeting.

Additional Comments (if applicable) _____

- (2) To consider the purchase of property for public purposes, or for the sale of property at competitive bidding, if premature disclosure of information would give an unfair competitive or bargaining advantage to a person whose personal, private interest is adverse to the general public interest. No member of a public body shall use division (G)(2) of this section as a subterfuge for providing covert information to prospective buyers or sellers. A purchase or sale of public property is

void if the seller or buyer of the public property has received covert information from a member of a public body that has not been disclosed to the general public in sufficient time for other prospective buyers and sellers to prepare and submit offers.

If the minutes of the public body show that all meetings and deliberations of the public body have been conducted in compliance with this section, any instrument executed by the public body purporting to convey, lease, or otherwise dispose of any right, title, or interest in any public property shall be conclusively presumed to have been executed in compliance with this section insofar as title or other interest of any bona fide purchasers, lessees, or transferees of the property is concerned

Additional Comments (if applicable) _____

The motion was seconded by Trustee Sue Fields.

Roll Call Vote:	Trustee	Mike Kostensky	Yes
	Trustee	Sue Fields	Yes
	Trustee	Nicholas Coia	Absent

MOTION #2020-335

Mike Kostensky moved to return to regular session at 9:03 AM. Sue Fields second.

Mike Kostensky	- yes	Sue Fields – yes
Nicholas Coia	- absent	Motion Passed

MOTION #2020-336

Mike Kostensky moved to add a 15% pay differential for the Police Department Captain effective on 11/1/2020 pay. First pay date will be 11/18/2020. Annual wage will be \$85,177.00 for the Police Department Captain. Sue Fields second.

Mike Kostensky	- yes	Sue Fields – yes
Nicholas Coia	- absent	Motion Passed

There being no further business to come before this meeting of the Brimfield Township Board of Trustee Mike Kostensky moved at 9:05 AM to adjourn. Motion seconded by Sue Fields. Upon a roll call vote passed unanimously.

We, the Trustees of Brimfield Township, do hereby set out hands as approval of the foregoing minutes as a true and accurate record of the proceedings.

Chairman

Fiscal Officer