

The Board of Liberty Township Trustees met in a Regular Meeting by teleconference on April 2, 2020 at 8:30 a.m. at the township Administration Building with the following members present, Mr. Devon Stanley, Mr. Arnold Clebone and Mr. Gregory Cizmar, presiding.

** As a result of the coronavirus pandemic, we are conducting the Regular meeting via teleconference.

In accordance with the instructions issued by Governor DeWine, to limit the risk of community transmission of the virus COVID-19, all members of the public are invited to present their questions or concerns to the Township in writing, by email, or by telephone at any time.

Motion to approve the minutes of the March 16, 2020 Regular Meeting.

Motion: Mr. Clebone. Second: Mr. Stanley.

Roll Call: Mr. Clebone, Yes. Mr. Stanley, Yes. Mr. Cizmar, Yes. Motion carried.

Motion to approve the warrant/eft expenditures for the month of March 2020 in the amount of \$484,366.58 warrants #20490 through #20633 inclusive.

Motion: Mr. Clebone. Second: Mr. Stanley.

Roll Call: Mr. Clebone, Yes. Mr. Stanley, Yes. Mr. Cizmar, Yes. Motion carried.

Motion to approve the Purchase Order/Then and Now Certificates for the month of March 2020.

Motion: Mr. Clebone. Second: Mr. Stanley.

Roll Call: Mr. Clebone, Yes. Mr. Stanley, Yes. Mr. Cizmar, Yes. Motion carried.

20-56 Motion to approve the Liberty Township Emergency Paid Sick Leave and FMLA-Public Health Emergency Leave Policy

We appreciate and recognize all that our employees have done to continue to serve the public during the ongoing COVID-19 (coronavirus) pandemic. This pandemic has presented all of us with unprecedented challenges, as a township and individuals. Protecting the health and safety of our employees and the public is paramount.

Effective immediately, in order to assist our employees in meeting some of these challenges, and in order to comply with the Families First Coronavirus Response Act (the Coronavirus Response Act), Liberty Township has established the following leave policies. These policies are temporary and will go into effect April 1, 2020 and expire on December 31, 2020 and may be amended at any time.

EMERGENCY PAID SICK LEAVE

The Coronavirus Response Act created a new form of paid sick leave called Emergency Paid Sick Leave (EPSL) for up to two weeks for certain leave events related to COVID-19.

Eligible Employees. Full-time and part-time employees who have worked for at least 30 days are eligible to use EPSL. Emergency Responders are excluded from this leave. "Emergency responder" is defined as law enforcement, fire fighters, EMTs, physicians, and nurses, military and National Guard.

Reasons for Using Leave. EPSL may be used for the following reasons:

1. To comply with a federal, state, or local quarantine or isolation order related to COVID-19;
2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19;
3. The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.

Pay Rate. EPSL for any of the above three reasons (1-3) will be paid at the employee's regular rate of pay, as determined under the Fair Labor Standards Act (FLSA). The maximum pay for leave taken for any of the three reasons listed above is the employee's full regular rate, capped at \$511 per day (\$5,110 in total).

1. To care for an individual who is subject to an order as described in (1) above or has been advised as described in (2) above.
2. To care for the employee's son or daughter if a school or place of care is closed, or the childcare provider is unavailable, due to COVID-19 precautions; or
3. The employee is experiencing any other substantially similar condition as specified by the designated Federal agencies.

Pay Rate. EPSL for any of the above three reasons (4-6) will be paid at the employee's regular rate of

pay, as determined under the Fair Labor Standards Act (FLSA). The maximum pay for leave taken for any of the three reasons listed above is two-thirds (2/3) of the employee's regular rate, capped at \$200/day (\$2,000 in total).

Amount of Leave. Full-time employees are eligible for eighty (80) hours of EPSL. Part-time employees are eligible for EPSL based on the average number of hours they worked a week over the last six months.

Notice and Certification Requirements. Employees using EPSL should provide reasonable notice of the need for leave and the reason for leave by telephone call to your Department head, followed up with written notice. The Township may request reasonable documentation to support the request for leave, including the qualifying reason for requesting leave and documentation from a health care provider or childcare provider as applicable.

Termination of Leave. EPSL shall cease beginning with the employee's next scheduled work shift immediately following the termination of the need for EPSL as described above. EPSL will not carryover from one year to the next or be paid out upon separation for any reason.

FAMILY AND MEDICAL LEAVE – PUBLIC HEALTH EMERGENCY

The Coronavirus Response Act also added a new reason for employees to take FMLA leave in relation to the current COVID-19 pandemic. The length of FMLA leave available has not changed - each employee is entitled to a maximum of twelve (12) weeks of FMLA leave a year.

Eligible Employees. An employee who has been employed for at least thirty (30) calendar days may qualify for FMLA-Public Health Emergency leave. Emergency Responders are excluded from this leave. "Emergency responder" is defined as law enforcement, fire fighters, EMTs, physicians, and nurses, military and National Guard.

Reason for Using Leave. FMLA-Public Health Emergency leave can be used when an employee is unable to work (or telework) due to caring for the employee's son or daughter under age 18, if the son or daughter's school or place of child care has been closed, or the child care provider is unavailable as a result of a COVID-19 related emergency declared by Federal, State, or local authority.

Interaction with Other Paid Leave Policies. The first ten (10) days of FMLA-Public Health Emergency leave will be unpaid. During this two-week period the employee may use EPSL leave, or to receive a higher amount, may choose to use paid leave they have available such as vacation, sick, holiday or personal leave.

Pay Rate. After the first ten (10) days, eligible employees taking FMLA-Public Health Emergency leave will be entitled to pay at two-thirds (2/3) of their regular rate of pay, as determined under the FLSA, for the number of hours that the employee would normally be scheduled to work, capped at \$200/day and \$10,000 in the aggregate for the entire FMLA-Public Health Emergency leave period.

Termination of Leave. Paid FMLA-Public Health Emergency leave will continue until the employee has exhausted his/her twelve (12) week entitlement or the reason for using the FMLA leave ends.

FMLA Rules and Procedures. All administrative provisions of the FMLA relating to such issues as notice, certification, and reinstatement continue to apply to FMLA-Public Health Emergency leave. Sick Leave and Other Leave Available

The Township provides employees other forms of paid leave, including vacation, sick, holidays and personal leave. The new leave available under the Coronavirus Response Act is in addition to those other forms of leave, and employees may use their existing sick leave in accordance with existing policies and contracts for absence due to their own illness, exposure to a contagious disease which could be communicated to other employees, illness, injury or death in the immediate family, or for medical exams.

Employees may use personal leave or vacation leave for any reason, subject to approval by the Department head as necessary to maintain staffing.

Advance Leave

If an employee needs to take time off because of symptoms of Covid-19 or to care for someone with symptoms Covid-19, but the employee has exhausted all leave time available, upon request and if the request can be reasonably accommodated by budget and manpower, Liberty Township will advance up to six weeks of paid leave to the employee. The advanced time is to be paid back in the future when additional sick leave or other leave, including compensatory time, is earned.

Motion: Mr. Cizmar. Second. Mr. Clebone.

Roll Call: Mr. Cizmar, Yes. Mr. Clebone, Yes. Mr. Stanley, Yes.es. Motion carried.

20-57 MANDATORY SAFETY POLICY FOR ALL EMPLOYEES OF LIBERTY TOWNSHIP
DURING THE STATE OF EMERGENCY DECLARED BY GOVERNOR DEWINE

Liberty Township is taking action to help prevent the spread of Covid-19. All workplaces were disinfected and sanitized by Germ Control Solutions last week and this is scheduled to be done monthly.

All Liberty Township Employees are required to comply with the following safety precautions at all times.

1. Employees must stay home when sick, particularly if they have symptoms of a cold or flu or other respiratory type illness. Employees who have a fever must stay home until they are free of fever for at least three days and symptoms have improved for at least 72 hours and at least seven days have passed since symptoms first began. Notify your supervisor immediately if you are sick.
2. Employees must maintain a distance of at least six feet from any other person at all times unless closer contact is temporarily required to do your job (for example, when a police officer is making an arrest). Gloves should be used when touching someone is required.
3. Do not shake hands when greeting others.
4. Do not sit or stand closer than 6 feet from other employees or the public for meals or breaks, and do not stay in close proximity inside for extended periods.
5. Do not travel with other employees in vehicles. Employees have been provided individual work vehicles. Exception – Fire Department and EMS vehicles.
6. All employees should wash their hands with soap and water for at least twenty seconds before and after meals and after using the restroom, at breaks, and as possible throughout the workday.
7. Hand sanitizer has been provided and should be used when water for handwashing is not available.
8. Avoid touching your eyes, nose, and mouth.
9. All employees should cough and sneeze into tissues and not their hands.
10. All employees should clean their work areas and vehicle frequently.

Motion: Mr. Cizmar. Second. Mr. Clebone.

Roll Call: Mr. Cizmar, Yes. Mr. Clebone, Yes. Mr. Stanley, Yes.es. Motion carried.

20-58 Motion to rehire Ed Orr as a part time firefighter paramedic at a rate of \$14.00 per hour, no benefits. First day worked will be his hire date.

Motion: Mr. Cizmar. Second. Mr. Clebone.

Roll Call: Mr. Cizmar, Yes. Mr. Clebone, Yes. Mr. Stanley, Yes.es. Motion carried.

20-59 Motion to hire Dave Phillips as a part time firefighter paramedic at a rate of \$14.00 per hour, no be benefits. First day worked will be his hire date.

Motion: Mr. Clebone. Second: Mr. Stanley.

Roll Call: Mr. Clebone, Yes. Mr. Stanley, Yes. Mr. Cizmar, Yes. Motion carried.

Motion to go into executive session executive session with counsel to discuss negotiations for bargaining with public employees at 8:50 a.m.

Motion: Mr. Clebone. Second: Mr. Stanley.

Roll Call: Mr. Clebone, Yes. Mr. Stanley, Yes. Mr. Cizmar, Yes. Motion carried.

Motion to end executive session at 9:28 a.m. and end meeting. No decisions were made.

Motion: Mr. Clebone. Second: Mr. Stanley.

Roll Call: Mr. Clebone, Yes. Mr. Stanley, Yes. Mr. Cizmar, Yes. Motion carried.

At this time there is no meeting scheduled for next week.

STEVE SHELTON, FISCAL OFFICER

GREG CIZMAR, CHAIRPERSON

