

**OFFICIAL MINUTES OF THE  
SHARON TOWNSHIP BOARD OF TRUSTEES  
REGULAR MEETING  
HELD AT THE SHARON ADMINISTRATION BUILDING  
MARCH 24, 2020**

Meeting opened by Chairman Mr. Brian Guccion at 7:00 PM. Trustees present: Joe Canestraro, Chairman, Brian Guccion and Kimberly Miller. Fiscal Officer: Christine Lawson and Administrative Assistant: Mark Jackson. Guests present: Bob Turek and Rob Haas

Mr. Guccion opened the meeting with the Pledge of Allegiance.

Mrs. Miller administered the Oath of Office to Fiscal Officer, Christine Lawson. Mr. Guccion signed the certificate to be sent to OTARMA.

Christine Lawson presented the permanent appropriations for 2020 as follows:

Total Appropriations \$6,259,832.77

General Fund \$2,471,565.46

Roads & Bridges \$1,066,867.55

Fire Levy \$2,199,411.66

Mrs. Miller made a motion to pass a resolution to make the 2020 temporary appropriations permanent per attached with changes made by Fiscal Officer, Christine Lawson.

Mr. Guccion seconded the motion.

Roll call was taken.

Mr. Guccion – yes; Mrs. Miller – yes; Mr. Canestraro – yes

Fire Chief Rob Haas asked about funding for the COVID-19. Mrs. Miller asked Christine Lawson if a fund had been established and it had not. Bills related to COVID-19 should be specifically marked and will be paid out of the General Fund. Employees working from home due to COVID-19 will note such on their time sheets.

Mrs. Miller made a motion to pay any expenses for COVID-19 out of the General fund.

Mr. Guccion seconded the motion.

All trustees voted yes.

Christine Lawson presented the language for the Fire Levy prepared by Brian Richter of the Medina County Prosecutor's office.

Mrs. Miller made a motion to pass a resolution to request the Medina County Auditor to certify the total tax valuation of Sharon Township and the revenue that would be generated by a replacement levy.

Mr. Guccion seconded the motion.

Roll call was taken.

Mr. Guccion – yes; Mrs. Miller – yes; Mr. Canestraro – yes

Christine requested that the Board of Trustees pass a motion allowing her to pay any bills electronically that she is able to. Christine stated she now has the ability to pay the Huntington

MasterCard bills online. She for department heads let her know if their balance is getting high and a payment needs made. Otherwise, she will pay when the statements come. Please also be diligent about giving her the receipts.

Mrs. Miller made a motion to approve the Fiscal Officer to pay whatever bills electronically that she is able to pay.

Mr. Guccion seconded the motion.

All trustees voted yes.

Mrs. Miller stated she would like to buy lunches for Fire Department employees twice a week at a cost not to exceed \$85.00/week. Just as a gesture of thanks for their work on the front lines.

Mrs. Miller made a motion to spend \$85/week for lunches for fire department employees as a token of appreciation during the COVID-19 virus.

Mr. Canestraro seconded the motion.

All Trustees voted yes.

Chief Rob Haas presented a credit card application from Auto Zone for approval. Recently, they had cause to purchase emergency brake parts as they were only available there. They normally use NAPA. Trustees discussed.

Mrs. Miller made a motion for Fiscal Officer, Christine Lawson, to provide the banking information needed to complete the application.

Mr. Canestraro seconded the motion.

All Trustees voted yes.

Mrs. Miller read a letter from the Sanitary Engineer regarding property owners along Kings Ridge and Ridge Road wishing to have the sanitary sewer extended as a separate construction project from the County's water main and sanitary force main project.

Mrs. Miller asked all to make it known that high school seniors or college students can apply for the Sharon Women's Club Scholarships, Betty J. Osburn and Career Technical. The applications are due by the end of the month.

Mr. Guccion said we would need to review our finances in light of the 20% reduction by the State due to the COVID-19 virus. Contract services are on hold until further notice.

Mrs. Miller asked about the salt contract for next year. Bob Turek, Maintenance Supervisor, stated it is due April 24<sup>th</sup> and will be presented at the next meeting.

Jane Back, asked trustees via email, about the summer concerts, etc. The trustees discussed and stated that cancellations would be Jane's call.

Mr. Guccion discussed the Township facilities. The Maintenance Dept. will go down to having only have one staff member in the building at a time. The restrooms at the park have been closed and the playground has been secured. The exercise room at the Fire Department is limited to 2-to-3 at a time and is sanitized on a daily basis.

Mrs. Miller stated that the Zoning Boards are shut down until further notice. The zoning office can take applications for the BZA, but hearings will be scheduled at a future date in the order received. There is one application waiting for the Board of Zoning Appeals to meet. We are receiving voicemails and returning calls for the Zoning office Monday thru Fridays.

Mrs. Miller discussed the twice-weekly emails from the Medina County Health Commissioner, Krista Wikowski. Go to [Medinahealth.org](http://Medinahealth.org) web site for updates. Christine Lawson posted a YouTube update from the Health Commissioner to the Township web site.

Mr. Guccion stated that Cuyahoga County had contemplated not allowing any of their fire personnel to work part-time jobs at other departments, but decided to allow part-time work to continue. We could have lost 50% of our workforce if they had chosen not to allow the part-time work. Cuyahoga County considered it a moral decision not to do it. Mr. Guccion asked for the Medina Township Association to send their appreciation to the Cuyahoga Fire Chiefs.

#### SHERIFF'S DEPARTMENT

Deputy Tracy Easterday reported that they are to stay in their cars on calls, if possible. Bob Turek reported that they recently had a traffic crash in front of the cemetery that included the State Highway Patrol along with the County Sheriff's Deputy.

#### FIRE DEPARTMENT

Chief Rob Haas reported that squad runs are down as no one wants to go the hospital. Also, the new pickup truck approved last month cannot be ordered thru the dealership at this time. The Trustees asked to hold off on the purchase of the truck for a few months.

Chief Haas asked for a come along from TorqHoist to be purchased. This would assist with rescues. It is an essential purchase and a budgeted item as related to safety. It would be used in car accidents or to support walls in a building.

Mr. Guccion made a motion to approve an amount not to exceed \$2,585 from TorqHoist of Cleveland.

Mr. Canestraro seconded the motion.

All Trustees voted yes.

Chief Haas presented a resolution to declare an emergency and to authorize actions to be taken to protect the health, safety and welfare of the Township residents. Chief Haas is getting much of his information from WEBEOC and assembling a book for the fire staff. Trustees will review the resolution and determine whether it will be adopted.

Trustees discussed staffing hours with Chief Haas. He is doing what he can to manage the staff as some have cut back working currently due to COVID-19. The minimum on any call should be three individuals. Mutual aid with Granger Fire for EMS calls was discussed.

Mr. Guccion asked how our supply of PPE (Personal Protective Equipment) is. Chief Haas said our supply is better than some. We received the first shipment from the Federal Strategic Stockpile. Deputy Easterday said they have three sets of PPE per patrol car and are asked to reuse them for the day unless they are in contact with a patient with COVID-19 symptoms. Sharon Fire has 136 P95 masks in inventory and are conserving as much as they can.

Mrs. Miller asked Chief Haas for some COVID-19 guidance for Township residents. If they have flu-like symptoms, it doesn't mean they have to go the hospital. Please try to ride it out. Call 911 if they are having difficulty breathing or chest pains. Do not take Ibuprofen, take Tylenol. They have had three calls so far that have met the criteria above.

Chief Haas asked that Trustees and Officials plan to have a backup for their Township role if they become sick. If you get the virus, it comes on quickly so be able to act quickly with a recommended replacement.

### ROAD DEPARTMENT

Roads Supervisor, Bob Turek, asked to cancel or reschedule Spring Cleanup Day. Trustees discussed to postpone it for a later date. It will be brought up at the next meeting.

Bob Turek is working on replacement costs for the east basement door at the ramp of the Town Hall. Initial estimate for the door is \$1,700.00 thru Brown & Graves. The door is 43" wide, handicapped-accessible and includes a panic bar. Doug Sir Louis has offered to donate the installation of the door. Mrs. Miller recommended we pay Doug \$200.00 for the installation. Bob will get the door ordered and the total amount will be discussed at a future meeting.

Mr. Guccion stated that the Trustees received a \$285.00 invoice to repair the handrail on the main steps at the Post Office. Ken Throckmorton repaired the railing and the bill will be forwarded to the Post Office. In the future, we need to get a police report for any damage.

### ZONING DEPARTMENT

No applications to report as Neil Jones was not in attendance.

Mrs. Miller made a motion to approve the minutes of the regular meeting on March 10, 2020 and the emergency meeting on March 15, 2020 and the fund status report of the township.

Mr. Guccion seconded the motion.

All trustees voted yes.

Bills were presented for payment. Mr. Canestraro made a motion that the bills presented be approved as the lawful obligation of Sharon Township and the Fiscal Officer be instructed to issue warrants of the Township in payment as same.

Mrs. Miller seconded the motion.

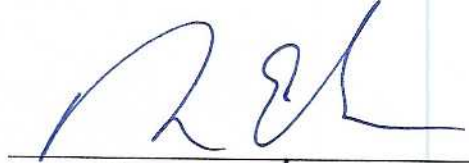
All Trustees voted yes.

Mr. Guccion made a motion to adjourn the meeting at 8:25 PM.  
Mrs. Miller seconded the motion.  
All trustees voted yes.



Christine Lawson

Mark Jackson



Trustees