

**ASHTABULA CITY COUNCIL
CITY OF ASHTABULA
Municipal Building Council Chambers
4717 Main Avenue, Ashtabula, OH 44004**

**EMERGENCY MEETING MINUTES
Thursday, March 19, 2020 6:00 p.m.**

Council met in an **EMERGENCY MEETING**. The President called the meeting to order at 6:00 p.m., offered the opening prayer and the Pledge of Allegiance was recited.

Member(s) Present:

Mrs. Kym A. Foglio	(Ward 1 Councilor)
Mr. Calvin C. Crawford	(Ward 2 Councilor)
Ms. Laydean Young	(Ward 3 Councilor)
Ms. Octavia V. Harris	(Ward 4 Councilor)
Ms. Jane E. Haines	(Ward 5 Councilor)
Mr. Michael D. Speelman	(Vice-President)
Mr. John S. Roskovics	(President)

Officer(s) Present:

Mr. James M. Timonere	(City Manager)
Mr. Michael Franklin	(City Solicitor)
Ms. Traci R. Welch	(Director of Finance)
Chief Robert Stell	(Chief of Police Department)
Chief Shawn Gruber	(Chief of Fire Department)
Mrs. Stacy H. Senskey	(Clerk of Council)

SUNSHINE LAW CERTIFICATION

The Clerk of Council certified conformity to the Sunshine Law.

PURPOSE

The President announced the purpose of this Emergency Meeting was to discuss legislation to declare a state of emergency in the City of Ashtabula.

WELCOME

The President welcomed visitors watching online through www.cityofashtabula.com and Spectrum Channel 1024.

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The City Manager's Report

Declaring a state of emergency within the City allows the City to be eligible for state and federal funding when it becomes available. During any natural disaster, municipalities must make this declaration in order to receive funding. It also allows the City Manager to operate City business and make decisions if City Council is prohibited from meeting or unable to gather. The City Manager read a letter to residents (Attachment 1). Additionally, it is available on the City website www.cityofashtabula.com. As of March 20, 2020:

- City Hall is closed to the public and its tenants. Staff is working and available by phone or email. Any payments, returns, or permits can be placed in the drop box or the drive-thru lane.
- Municipal Court is working with a skeleton crew and should be called before arrival. More information is available on their website is <http://www.ashtabulamunicourt.com>.
- The Transfer Station on West 24th is closed to the public. Recycling bins will be moved outside the gate.
- The offices of Public Works, Sanitation, Water Pollution Control and the Fire Station are closed to the public.
- To report non-emergency situations to the Police Department, call 440-992-7172.

Discussion

The resolution does not keep City Council from meeting for the next Regular Council meeting and is put in place in the event City Council cannot meet. There are many rumors about citizens' rights, but there is no change to current regulations. It is a possibility the City Manager would enact a curfew and the Police Department would enforce the curfew, however there is no word at this time that the City would be under quarantine. He may at some point instruct non-essential employees to stay home but there is no statewide quarantine for our citizens. The Clerk of Council is working on methods of technology in order to meet electronically in the event Councilors must isolate themselves. The City Manager wants to share a steady stream of information with the Councilors, all municipalities within the county, and at the County level. Ashtabula County EMA is available as a responsive resource and is assisting at this time. The City manager further explained the legislation he is requesting allows the City to apply for COVID-19 emergency funding. Expenses of the City during this time may include overtime, paid administrative leave, supplies and extra personal protective equipment. The Finance Director added "COVID-19" as a Project in the finance software to track the expenses related to this crisis.

Legislation Agenda

THE CITY MANAGER FORMALLY REQUESTED A RESOLUTION DECLARING A STATE OF EMERGENCY IN THE CITY OF ASHTABULA, OHIO, DUE TO THE WORLD-WIDE COVID-19 PANDEMIC. Mr. Speelman moved; Ms. Haines seconded to approve the City Manager's request; motion CARRIED.

The Council President read RESOLUTION NO. 2020-33 in its entirety (Attachment 2).

Mrs. Foglio moved; Ms. Haines seconded to adopt the resolution. On the roll call to adopt the resolution, Mrs. Foglio, Mr. Crawford, Ms. Young, Ms. Harris, Ms. Haines, Mr. Speelman and Mr. Roskovics voted yea; resolution PASSED.

The meeting adjourned at 6:28 p.m.

Ashtabula City Council Special Meeting
Thursday, March 19, 2020

DATE APPROVED: April 6, 2020

ATTESTED BY: John S. Roskovics
John S. Roskovics
President of Council

ATTESTED BY: Stacy H. Senskey
Stacy H. Senskey
Clerk of Council

CITY OF ASHTABULA
OFFICE OF CITY MANAGER
MUNICIPAL BUILDING
4717 Main Avenue
Ashtabula, OH 44004



JAMES M. TIMONERE
CITY MANAGER

Office (440) 992-7103
FAX (440) 992-4515

March 19, 2020

Dear Residents:

The City of Ashtabula continues to monitor this evolving situation and is working with our City Health Department, the Ohio Department of Health (ODH), the Center of Disease Control (CDC) and other County Offices and Officials to stay informed of these preventative measures while discussing what other strategies may be implemented locally for our own protections.

To this end, the City of Ashtabula has made these additional decisions as it pertains to various operations of the City to keep our employees, tenants and residents safe. The following are in addition to or supersede the March 16, 2020 notification(s) previously released.

- Effective Friday March 20, 2020, City Hall is closed to the public as well as tenant facilities. If you are paying your sewer and trash bills, you can pay electronically through the City website or via US Mail. You can also utilize the drop box or drive thru lanes to make your payments.
- The Transfer Station on W. 24th St. is closed to the public effective March 20, 2020. Recycling drop off containers will be moved outside of the gate and you may continue to drop off recycling items.
- The office of Public Works, Sanitation, Water Pollution Control and the Fire Station are closed to the public effective March 20, 2020.
- Income tax returns and payments can be made via the drop box or drive thru only (marked City of Ashtabula Sewer and Trash Payments above the lane on canopy). If you need assistance filling out your return, please call (440) 992-7104 during normal business hours (8:30 a.m. to 4:00 p.m. Monday through Friday).
- The Planning & Community Development Department is available for permitting and inspection issues by phone at (440) 992-7118. Permits can be issued electronically and any payments of rental fees or permits can be made via the drive thru or drop box. Please call if you have any questions.
- Non-emergency situations for the Police Department will be handled by phone at (440) 992-7172. Do not come into the Police Station without prior authorization. Some reports may be taken by phone rather than in person depending on the nature of the situation.

As stated, these measures and those announced by the State of Ohio and Governor DeWine are to slow the spread of COVID-19 but will also prevent the spread of other infectious diseases such as the flu. I again encourage you to practice social distancing as recommended by the CDC. You can do your part by practicing good hygiene habits such as:

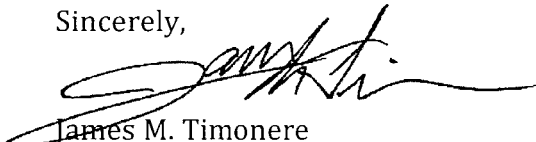
1. Frequently washing your hands with soap and water for at least 20 seconds. This should be done immediately after being in a public place or after blowing your nose, coughing or sneezing. hand sanitizer with an alcohol content of at least 60% alcohol is acceptable if soap and water are unavailable. Avoid touching your eyes, nose and mouth.
2. Avoid contact with those who are sick and practice social distancing.
3. Stay home if you are sick.
4. Cover your mouth and nose with a tissue or use the inside of your elbow when coughing or sneezing.
5. Throw tissues in the trash and immediately wash your hands.
6. Clean and disinfect frequently touched surfaces daily such as doorknobs, light switches, phones, keyboards, toilets, faucets and sinks to name a few. If surfaces are dirty, clean them with detergent or soap and water prior to disinfection.

The Ashtabula Municipal Court has instituted their own policies and practices. If you have business with the Court, please contact their offices with any questions.

I ask you to educate yourself with facts. For up to date and factual information regarding COVID-19, please visit www.coronavirus.ohio.gov. In addition, information can be found on the Ashtabula County Health Department and City Health Department websites. The CDC also has a wealth of information to assist you during these difficult times. In addition, visit the Ohio Department of Health website at www.odh.ohio.gov or call 1-833-4ASKODH (1-833-427-5634) if you have further questions.

I thank you for your cooperation, concern and prayers not only for our community but for the entire world in this very challenging time. Please take care of yourselves, check on elderly and at-risk neighbors and continue to take time for learning with your children during the school closure. By working together, we can make this terrible situation a learning experience and show the strength of our community to persevere in this time of need. God Bless and be safe.

Sincerely,



James M. Timonere
City Manager

RESOLUTION NO. 2020-33

A RESOLUTION DECLARING A STATE OF EMERGENCY IN THE CITY OF ASHTABULA, OHIO, DUE TO THE WORLD-WIDE COVID-19 PANDEMIC

WHEREAS, to date the novel COVID-19 coronavirus has infected over 200,000 people and has resulted in more than 8,000 deaths world-wide; and,

WHEREAS, President of the United States, the Governor of the State of Ohio, and the Ashtabula County Commissioners have declared that a nation-wide, state-wide, and county-wide state of emergency exists due to the risk of spread of the COVID-19 virus; and,

WHEREAS, a State of Emergency has been declared by Ashtabula City Manager James M. Timonere as of the effective date of this Resolution;

NOW, THEREFORE, BE IT RESOLVED, that we, the Ashtabula City Council of the City of Ashtabula, Ohio, that:

Section 1. It is hereby found and declared that a state of emergency exists in the City of Ashtabula;

Section 2. The Ashtabula City Council hereby invokes and declare Ashtabula City Charter Section 27 and Codified Ordinance Section 107.06, captioned Emergency Powers and Duties, are applicable to the current conditions, and have caused the issuance of this resolution to be in full force and effect for the exercise of a necessary emergency authority by the City Manager and his designee(s) for the protection of the lives and property of the people of the City of Ashtabula, Ohio and the restoration of local government with a minimum of interruption.

Section 3. All public offices and employees of the City of Ashtabula, Ohio are hereby directed to exercise the utmost diligence in the discharge of duties required by them for the duration of the emergency and in execution of emergency laws, regulations and directives.

Section 4. All citizens are called upon and directed to comply with necessary emergency measures, to cooperate with public officials, safety forces and emergency management personnel in executing emergency operational plans, and to obey and comply with the lawful direction of properly identified officers.

Section 5. All operating forces are authorized to direct their communications and requests for assistance and new operations directly to the Emergency Operations Center/Emergency Management Agency, and other State or Federal offices and resources as may be reasonably necessary.

BE IT FURTHER RESOLVED that it is found and determined that all formal actions of this Council concerning and related to the passage of this resolution were adopted in an open meeting of this Council, and that all deliberations of this Council and any of its Committees that resulted in such formal action were in meetings open to the public in compliance with the requirements of Section 10 of the Municipal Charter of the City of Ashtabula, Ohio, and of R. C. Section 121.22.

BE IT FURTHER RESOLVED that for the reasons stated in the preamble, this resolution, if approved by the votes of five (5) or more members of Council, shall take effect immediately, otherwise 30 days thereafter.

PASSED: _____

John S. Roskovics
President of Council

Vote:

	Yea	Nay
Roskovics:	___	___
Speelman:	___	___
Foglio:	___	___
Crawford:	___	___
Young:	___	___
Harris:	___	___
Haines:	___	___

ATTEST: _____
Stacy H. Senskey
Clerk of Council

APPROVED: _____
James M. Timonere
City Manager

Approved as to form and correctness this _____ day of _____, 2020.

Michael Franklin, City Solicitor