

**ASHTABULA CITY COUNCIL  
CITY OF ASHTABULA – COUNCIL CHAMBERS  
4717 Main Avenue, Ashtabula, OH 44004**

**REGULAR MEETING MINUTES  
Monday, March 16<sup>th</sup>, 2020**

**CALL TO ORDER**

The President of Council called the meeting to order at 7:00 p.m., the Ward 3 Councilor offered the opening prayer and the Pledge of Allegiance was recited.

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

**MEMBER(S) ABSENT:** None

**OFFICER(S) PRESENT:** Mr. James M. Timonere (City Manager)  
Ms. Traci R. Welch (Director of Finance)  
Mr. Michael Franklin (City Solicitor)  
Mrs. Stacy H. Senskey (Clerk of Council)

**OFFICER(S) ABSENT:** None

**SUNSHINE LAW:** Clerk of Council Senskey certified conformity to the Ohio Sunshine Law.

**EXECUTIVE SESSION:** None

**PRESENTATION:**

Health Commissioner Ashtabula City Health Department, Christine Hill shared City Health Department actions regarding the COVID-19 situation. She thanked the City of Ashtabula citizens, leaders, fire and police departments, other City Department heads and employees and her Health Department staff and is proud of the response everyone has shown during this frightening time. She witnessed a multitude of pandemics during her years in the medical profession, but COVID-19 is very different and should be taken seriously. Ms. Hill handed out a checklist about how to tell the difference between COVID-19, a cold, and the flu (provided as Attachment 1). At this time, there are no positive cases in Ashtabula County, which is likely to change. A series of questions will be asked before a test is administered in order to save the tests for the most serious cases. Of the symptomatic cases, health care providers will rule out the seasonal flu before using the COVID-19 test. Today, Ohio has 50 confirmed cases in 12 counties, the majority in Cuyahoga. The strategy to slow the spread of the virus has been hash-tagged as #flattenthecurve. The premise is to slow the outbreak in order to keep the health care system

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from becoming overwhelmed. Starting March 13<sup>th</sup>, the Health Department contacted many City facilities to limit or prohibit mass gatherings per the State of Ohio orders. By Sunday, March 15<sup>th</sup>, Governor DeWine issued an Executive order to close all bars and restaurants by 9:00 p.m. that evening and the Health Department contacted nearly 40 establishments by phone, email or in person. These efforts continued through Monday, March 16<sup>th</sup> and included bowling alleys, movie theaters, fitness and recreation centers. Bars and restaurants are able and encouraged to provide carry-out only. Ashtabula City Police Department will report any non-compliant establishments while patrolling. A follow-up letter will be sent to each organization. Ohio Department of Health (ODH) opened a call center, the number is 1-833-4ASKODH. Current details and information is also available online at [www.coronavirus.ohio.gov](http://www.coronavirus.ohio.gov) and [www.cdc.gov](http://www.cdc.gov). Local health departments are working and meeting together; Ashtabula County, City of Ashtabula, City of Conneaut and the Cuyahoga County Health Department is our regional lead. Treatment of persons testing positive are handled case by case basis as each person shows individual symptoms. Some people should quarantine themselves and some may require hospitalization. We all must practice social distancing, and isolation for the time being and the Council Vice President reminds us to stay in contact by using social media to keep each other safe. The City of Ashtabula Health Department doesn't test for the virus. Ms. Hill explains the test centers are limited to preserve the supply of personal protection equipment. Once it is advised for businesses to re-open, the cleaning recommendations are the same as cleaning for the flu. Use the cleaning products as directed on the label. At this time, the health care professionals are unsure how long the virus stays active on surfaces. There is no evidence the virus stays active on sources of food or restaurant prepared foods. The Council President thanked Ms. Hill and invited her to come to the next meeting. The Council Vice President noted the Councilors debated the need for tonight's meeting but is appreciative that everyone agreed about the importance to demonstrate social distancing to the City's residents and inform them of the City's actions going forward.

### **CONSENT AGENDA:**

The Consent Agenda is a means whereby Council can efficiently conduct business by grouping routine items for consideration and disposal.

### **PRESENTATION OF MEETING MINUTES: None**

### **LEGISLATION AGENDA: None**

- Formal Legislation Request(s)
- Form and Correctness
- Legislation Overview
- Public Discussion (on legislation only)
- Reading

### **REGULAR BUSINESS AGENDA**

#### **PRESENTATION OF MEETING MINUTES:**

The Clerk of Council presented the minutes from the following meetings:

- March 16, 2020

Mrs. Foglio moved; Ms. Harris seconded to waive the reading of the minutes; motion CARRIED.

Hearing no corrections, the minutes were approved as presented.

**ADMINISTRATIVE REPORTS and COMMUNICATIONS**

**CITY MANAGER:**

**Formal Requests -**

The City Manager requested an ordinance to enter into an agreement with Building Technicians Corporation, with a mailing address of 2775 Hubbard Road, Madison, OH 44057 as the most responsible bid for the repair of the WPC Blower Building Roof in the amount not to exceed \$25,600.00. Funding for this expense will be taken from the WPC Capital fund 504. Mr. Speelman moved; Mr. Crawford seconded to add this item to tonight's Regular Business Legislation Agenda; motion CARRIED.

The City Manager requested an ordinance to approve the continuation of nine (9) Community Reinvestment Area Tax Incentive Agreements upon conditions as indicated, in accordance with the recommendations of the TIRC. Mr. Speelman moved; Mrs. Foglio seconded to add this item to tonight's Regular Business Legislation Agenda; motion CARRIED.

The City Manager requested an ordinance to authorize participation in the Ohio Department of Transportation (ODOT) contract for road salt for the 2020/2021 calendar year at the February 18<sup>th</sup> Regular Council Meeting. He waited to present it as an ordinance because ODOT changed contract language and dates. Because of time-sensitive deadline, he presented the ordinance as an addendum agenda item.

The City Manager read his prepared statement to the City of Ashtabula residents (provided as Attachment 2). He thanked Ms. Hill and the City Health Department, the Police and Fire Departments and reminded residents to contact the Health Department or his office or the Councilors with questions. At this time, he has made no changes other than social distancing and increased cleaning efforts to keep employees safe.

**CITY SOLICITOR:**

The City Solicitor explained his proposed ordinance to permit the hire of a temporary, part-time Solicitor. His family planned an extended European tour for over a year to begin the end of April until June. He advised the Director of Finance and the City Manager of his plan and asked to budget for the temporary hire. If he is unable to go due to the current situation, the funds would remain in City coffers.

The City Solicitor announced that Ashtabula Municipal Judge DiGiacomo and Clerk of Court shifted workforce schedules to promote social distancing. CDC COVID-19 sanitation guidelines are posted throughout the building and the Judge developed many responses for the escalation of the health crisis. The Ward 1 Councilor asked how the Court is handling compensation and benefits for employees. The City Solicitor said he would find out and relay the information.

**DIRECTOR OF FINANCE:**

The Director of Finance conveyed the measures the City Finance Department is taking at this time. They are only using the small transaction window for payments of all types and can wait on only one person at a time. She recommends using the drop-box outside or the tube transport system with camera and intercom. The lane for City Finance Department payments is the third lane from the building. There is no light above the City's lane.

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**CLERK OF COUNCIL:**

The Clerk of Council advised the public to email her [clerkofcouncil@ashtabulacity.com](mailto:clerkofcouncil@ashtabulacity.com) with the subject line of "Public Comment" for the next City Council meeting or you can also call her at 440-992-7119.

**CITY COUNCIL COMMITTEE REPORTS and COMMUNICATIONS**

Council committees meet in the August A. Pugliese Conference Room – M.B. 2<sup>nd</sup> Floor

**ALL COMMITTEE MEETINGS ARE CANCELLED UNTIL FURTHER NOTICE.**

**COMMUNITY DEVELOPMENT/ECONOMIC DEVELOPMENT/PARKS & RECREATION (CD/ED/P&R)**

*Members: Chair/Council Liaison to Parks and Recreation Board Haines; Vice Chair Harris; Roskovics*  
*Meetings are held the 2<sup>nd</sup> Tuesday @ 4p*

**FINANCE & PERSONNEL - (F&P)**

*Members: Chair Foglio; Vice Chair Young; Roskovics*  
*Meetings are held the 2<sup>nd</sup> Friday @ 8a*

**PUBLIC WORKS/PUBLIC UTILITIES/CABLE/SCHOOLS - (PW/PU/C/S)**

*Members: Chair Crawford; Vice Chair Harris; Young*  
*Meetings are held the 3<sup>rd</sup> Monday @ 5p*

**SAFETY FORCES - (SF)**

*Members: Chair Speelman; Vice Chair Foglio; Haines*  
*Meetings are held the 3<sup>rd</sup> Monday @ 8a*

**MISCELLANEOUS COUNCIL MATTERS**

**LEGISLATION AGENDA**

- Formal Legislation Request(s):  
AN ORDINANCE AUTHORIZING THE APPOINTMENT OF A PART-TIME ASSISTANT SOLICITOR ON A TEMPORARY BASIS AND AUTHORIZING COMPENSATION FOR SAME (City Solicitor) Mr. Speelman moved, Mrs. Foglio seconded to approve the City Solicitor's request; motion CARRIED.
- Form and Correctness
- Legislation Overview  
The Council President provided a brief overview of the Legislation Agenda, consisting of Ordinance Nos. 2020-28, 2020-29, 2020-30, 2020-31, and Resolution No. 2020-32.
- Public Discussion (on legislation only) – Because of the COVID-19 situation the Vice President asked if the lifeguard contract with the YMCA was binding. The City Manager will follow-up with the YMCA Executive Director and talk about verbiage in the contract. Approving the legislation does not fully execute the contract.

**CONSENT AGENDA FORMAT:**

Mrs. Foglio moved; Mr. Crawford seconded to dispose of Regular Business Legislation by Consent Agenda Format; motion CARRIED.

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**LEGISLATION READING**

The Clerk of Council presented the following legislation:

ORDINANCE NO. 2020-28 AN ORDINANCE AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH THE ASHTABULA COUNTY Y.M.C.A. FOR LIFEGUARDS AT WALNUT BEACH FOR THE 2020 SUMMER SEASON (City Manager)

ORDINANCE NO. 2020-29 AN ORDINANCE AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH BUILDING TECHNICIANS CORPORATION, IN THE AMOUNT OF \$25,600.00 TO REPAIR OR REPLACE A PORTION OF THE WPC BLOWER BUILDING ROOF (City Manager)

ORDINANCE NO. 2020-30 AN ORDINANCE AUTHORIZING THE APPOINTMENT OF A PART-TIME ASSISTANT SOLICITOR ON A TEMPORARY BASIS AND AUTHORIZING COMPENSATION FOR SAME (City Solicitor)

ORDINANCE NO. 2020-31 AN ORDINANCE AUTHORIZING THE CONTINUATION OF SEVEN (7) COMMUNITY REINVESTMENT AREA TAX INCENTIVE AGREEMENTS UPON CONDITIONS AS INDICATED, IN ACCORDANCE WITH THE RECOMMENDATIONS OF THE TAX INCENTIVE REVIEW COUNCIL (CITY MANAGER)

RESOLUTION NO. 2020-32 A RESOLUTION AUTHORIZING THE CITY OF ASHTABULA'S PARTICIPATION IN THE OHIO DEPARTMENT OF TRANSPORTATION SALT CONTRACTS AWARDED IN 2020 (CITY MANAGER)

Mr. Speelman moved; Ms. Harris seconded to waive the reading of the legislation; motion CARRIED. Mr. Speelman moved; Mrs. Foglio `seconded to waive the Charter requirement of two readings. On the roll call to waive the Charter requirement of two readings: Ms. Harris, Ms. Haines, Mrs. Foglio, Mr. Crawford, Ms. Young, Mr. Speelman, Mr. Roskovics voted yea; motion CARRIED. On the roll call to adopt the legislation: Ms. Harris, Ms. Haines, Mrs. Foglio, Mr. Crawford, Ms. Young, Mr. Speelman, Mr. Roskovics voted yea; motion CARRIED.

**NEW BUSINESS**

New Liquor Permit: Beckers Restaurant LLC DBA Beckers Restaurant, 1601 West Prospect, Ashtabula Ohio 44004

- Class D1 Beer only for on premises consumption and in sealed containers for carry out, until 1:00 a.m.

ACTION: Neither the Ward 3 Councilor nor any anyone else requested a hearing.

**TELL US SOMETHING WE DON'T KNOW**

- The Vice President thanked the City Manager for the outstanding job he is doing during the COVID-19 situation and recognized the difficulties he is facing.
- Local libraries just closed amidst because of the COVID-19 situation. Digital books are available through an app called Overdrive. A library card is needed to choose a book.

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- Please remember we must sacrifice in order to keep others safe. We can interact with each other through social distancing and social media. A way to combat the stress and anxiety of this health situation is through outdoor physical activities and the Vice President welcomes others to join him.

**PUBLIC DISCUSSION/COMMENTS (General Matters)**

The Clerk of Council shared the following email from Mr. Pete Bean sent in regard to the Aqua Wastewater Treatment Plant offer:

“Three years ago, the My Neighborhood Collaborative partnered with the city on a 500 thousand dollar neighborhood revitalization grant. Ultimately we were denied because we had no money to leverage for the grant. Mr. Timonere's proposal calls for each Ward to receive money, if we were to take an equal amount from each and put it into a "leverage" account, the city would have money to be competitive in the grant market. Sidewalks are a major issue in all Wards. This is an important issue which deserves public discussion and debate. I urge Council to revisit this issue. The plan is well thought out, retains jobs, gives the city a say in future rate increases (which will happen no matter who owns and may be higher due to the city "hiring out" work it cannot do) and gives the city money for equipment. No issue should be closed to discussion among people of Goodwill and conscience.”

In order to answer Mr. Bean’s question, the City Manager shared Aqua’s message is they are agreeable to participate if the Councilors consent. The City Manager feels now is not the time to reflect on the Aqua Wastewater Treatment Plant offer. He is proceeding with handling the Wastewater Treatment Plant problems as if the City intends to keep it. The Vice President solidified the email process with Clerk of Council is working as intended and hopes others will use this route until other means can be utilized. The President announced Aqua filed application with the Public Utilities Commission of Ohio (PUCO) to approve a System Improvement Charge. The City Manager responded Aqua must apply with the PUCO because there is no locally negotiated rate. The City Manager is able to attend the hearings to speak on behalf of the people.

**ADJOURNMENT**

Hearing no further business to come before this Council, the President thanked the community for understanding the situation and declared the meeting adjourned at 8:02 p.m.











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

# COVID-19, Cold and Flu

## How can you tell the difference?

	SYMPTOMS	CORONAVIRUS COVID-19	COLD	FLU
	<b>Sore throat</b>	Sometimes	Common	Common
	<b>Cough</b>	Common	Common	Common
	<b>Sneezing</b>	—	Common	Sometimes
	<b>Fever</b>	Common	—	Common
	<b>Body aches</b>	Sometimes	Mild	Common
	<b>Tiredness</b>	Sometimes	Mild	Common
	<b>Headache</b>	—	—	Common
	<b>Runny/stuffy nose</b>	—	Common	Sometimes
	<b>Nausea</b>	—	—	Sometimes
	<b>Shortness of breath</b>	In severe cases	—	—

Adapted from the Cleveland Clinic. Sources: Centers for Disease Control and Prevention, World Health

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 15, 2020

Dear Residents:

I am sure you are all watching the ongoing events in our Country surrounding the Coronavirus (COVID-19) and the many preventive measures being announced daily by the State of Ohio and Governor Mike DeWine. 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.

These preventative measures are certainly intensifying as more research and data becomes available. I realize some of these measures will create hardships for you and your families; however, you need to know these decisions are being made out of an abundance of caution to slow "communal spread" of the virus.

To this end, the City of Ashtabula has made the following decisions as it pertains to various operations of the City:

- City Council meetings will still take place; however the public will not be permitted. Residents can access the meeting via Spectrum channel 1024 or by streaming live from the City's website, [www.cityofashtabula.com](http://www.cityofashtabula.com). On the left side, you will see a link to "Stream Council Meetings." Residents who have questions for the Administration or Council are asked to send them via email to Stacy Senskey, Clerk of Council at [clerkofcouncil@ashtabulacity.com](mailto:clerkofcouncil@ashtabulacity.com) or by calling (440) 992-7119 by 4:30 p.m. the day of the meeting. You may also call the Manager's Office at (440) 992-7103 or your Councilperson. Contact numbers and email addresses for Council are on the City's website as well.
- Committee Meetings will only take place if there is vital business to conduct relative to the operations of the City. Please continue to check the calendar on the City's website for current meetings and times.
- You are asked to only visit City facilities if it is an urgent situation which cannot be resolved by phone or email. If you are paying your sewer and trash bills, you can pay electronically through the City website, via US Mail or on the City website. You can also utilize the drop box or drive thru lanes to make your payments. Access to City facilities may change as the situation unfolds.



- Income tax returns and payments can be made via the drop box or drive thru. If you need assistance filling out your return, you can drop off your W-2's, a copy of your 1040 and a signed City income tax form and we will complete it for you. This form can be found on our website and will be available in the lobby of City Hall. We will notify you if payment or additional information is needed. A form can also be given to you through our drive thru shoot during normal business hours (8:30 a.m. to 4:00 p.m. Monday through Friday). If you need further assistance, we ask you call (440) 992-7104.
- The Planning & Community Development Department has suspended all interior home inspections. A member of the staff will contact you to reschedule when deemed safe to do so. Interior inspections will only be conducted on an emergency basis and with prior authorization.
- Public Works and our Water Pollution Control Departments will still respond to sewer calls and issues, however employees will not be permitted to enter homes until further notice.
- Jail visits are suspended until further notice. Only attorneys and clergy will be permitted non-contact visitation. In addition, for non-emergency situations, you are encouraged to call (440) 992-7172 rather than coming into the Police Station. Some reports may be taken by phone rather than in person depending on the nature of the situation.
- The Fire Department is postponing all non-essential services and will only be responding to emergency calls. No visitors are permitted at this time, as we are trying to protect the first responders, so they are ready and able to continue responding to the residents in their time of need. Once this passes, we will continue with the fire inspection, smoke detector, station tours, and other programs. If there are any Fire Department questions, please call (440) 992-7192.
- As of now, the Governor has banned any gathering over 50 people and it is strongly suggested you practice social distancing (6' space between other individuals) at all times. Use your best judgement and be cautious when traveling outside your home or work settings.
- As of 9:00 p.m. Sunday March 15, 2020, the Governor has restricted all restaurants and bars to carry-out only. This will have a tremendous financial and economic impact on our businesses and their employees. We ask you to make a concerted effort to patronize these businesses and utilize what services they have available during this restriction while keeping yourself safe.
- As of close of business March 16, 2020 all gyms, fitness centers, bowling alleys, theaters, public recreation centers and indoor water parks are closed indefinitely by order of the Governor.

The Ashtabula Municipal Court will institute their own policies and practices which will be announced soon. If you have business with the Court, please contact their offices with any questions.

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 infections 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:

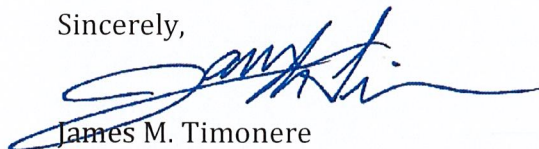
1. Frequently washing your hands with soap and water for at least 20 seconds. This should be done immediately after being in a public place or after blowing your nose, coughing or sneezing. hand sanitizer with an alcohol content of at least 60% alcohol is acceptable if soap and water are unavailable. 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.

I ask you to educate yourself with facts. For up to date and factual information regarding COVID-19, please visit [www.coronavirus.ohio.gov](http://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](http://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