

**NEW CARLISLE CITY COUNCIL
REGULAR MEETING AGENDA and PACKET
May 4, 2020 @ 7:00pm**

****PLEASE NOTE THAT TONIGHT'S MEETING WILL BE HELD REMOTELY VIA ZOOM****

**The public is highly encouraged to live stream the meeting at <https://newcarlisle.net/Live-Meeting-Stream>
and participate by submitting questions to councilquestions@newcarlisle.net**

1. Call to Order: Mayor Mike Lowrey
2. Roll Call: Clerk of Council
3. Invocation:
4. Pledge of Allegiance:
5. Action on Minutes: 03/16/2020 - Regular Session
6. Communications:
7. City Manager's Report: Attached
8. Comments from Members of the Public: Please email questions to councilquestions@newcarlisle.net
9. Committee Reports:

10. RESOLUTIONS: (None)

11. ORDINANCES: (None)

12. OTHER BUSINESS:
 - a. **City Offices Closed** - Monday, May 25 to observe Memorial Day
13. Executive Session: None
14. Return to Regular Session: N/A
15. Adjournment

Next **Regular Meeting** of the City Council will be held on Monday, June 1st at 7pm. The public can view the meeting at <https://newcarlisle.net/Live-Meeting-Stream> and submit questions to councilquestions@newcarlisle.net

RECORD OF PROCEEDINGS**MINUTES: CITY OF NEW CARLISLE, OHIO****REGULAR MEETING****HELD: Monday, April 6, 2020****1. CALL TO ORDER:** MAYOR LOWREY CALLED THE MEETING TO ORDER**2. ROLL CALL:** Berner calls the roll. Lowrey, Hopkins, Grimm, Nowakowski, Cobb-Eggleston, Cook. 7 members present. Staff present: Bridge, Trusty, Majercak, Berner**3. INVOCATION:** CW Hopkins**4. PLEDGE OF ALLEGIANCE****5. ACTION ON THE MINUTES:****3/16/20 REGULAR SESSION:** 1ST Eggleston 2ND Nowakowski Accepted 5-0-2-Absent Lowrey, Cobb**6. COMMUNICATIONS:** NONE**7. CITY MANAGER'S REPORT:****City Manager's Report**

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TO: Mayor, Vice Mayor, City Council, Residents, and Business Owners
FROM: Randy Bridge, City Manager
DATE: April 3, 2020 for April 6, 2020

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- Items that should be reported to or discussed with Council are indicated with an asterisk (*) and organized under separate headings.
- Council members may bring any other item up for discussion.

****DUE TO THE CORONAVIRUS, DEPARTMENT HEADS AND OTHER ESSENTIAL STAFF WILL NOT BE IN ATTENDANCE TONIGHT****

*A. FINANCE REPORT - Attached

*B. SERVICE REPORT - Attached

*C. FIRE REPORT - Attached

D. POLICE REPORT - No Report

A. Finance:

**COUNCIL FINANCIAL REPORT SUMMARY
FEBRUARY 2020**

FEBRUARY Total Revenue General Fund: \$ 122,019.07

FEBRUARY Total Expenses General Fund: \$ 66,980.50

INCOME TAX
REVENUE –FEBRUARY \$144,855.48

ALL FUNDS

Year-To-Date Total Revenue Collected: \$ 734,238.44

Year-To-Date Total Expenses: \$ 990,406.62

Special Notes:

Updates:

- *The reports that are included this evening are:*
 - Check Report for the month of FEBRUARY
 - Monthly Revenue Report FEBRUARY
 - Monthly Expense Report FEBRUARY
 - CCA Monthly Report FEBRUARY

Respectfully Submitted
Deborah Watson
Finance Director

B. Service:

To: Mr. Bridge, City Manager
From: Howard Kitko, Service Director
Date: April 6, 2020
Subject: Council Update

Public Works Departments:

- Curb Repair; excavation has started, project currently delayed.
- Gearing up for minor road repairs and pothole patching.

Water Department:

- Water Treatment Plant Old High Service Pump building rehab is underway. Project includes all new pipe and pipe fittings, valves, heater, dehumidifier and general clean up. Project materials were purchased through the Water capital outlay fund. Project will be completed in house except for the final pipe painting and furnace install.
- Sanitary Survey; We have received some recommendations and violations. The City already corrected or will have corrective action in place to remedy a particular violation. The one violation of concern is the Adam's Street Water Tower. Response deadline extended to 4/30/2020, to develop an action plan to rehabilitate or remove the tower.

2019/2020 Primary #1 Clarifier Project:

Demolition and Installation of new Clarifier in existing Concrete structure. Construction has started and should be completed by 4/10/2020

2020 Road Project Estimating:

Budgeting and estimating for certain roadway overlays in 2020. We are joining the Clark County Joint paving contract again this year, which will allow us to go further on our dollar.

Traffic Signal Upgrade Project:

Project was awarded to Bansal Construction Co. Construction is to be completed by 8/31/20. Underground drilling for electrical to start within the next couple of weeks.

All departments have put some projects on hold in order to maintain basic department functions with minimal personnel.

C. FIRE/EMS

City of New Carlisle
City Council Meeting
04-06-2020
Fire-EMS Report

- In the Month of March the New Carlisle Fire Division responded to 87 EMS call in the City an 16 in Elizabeth Township.
- The Division responded to 4 Fire related calls in the City and 1 in Elizabeth Township.
- We had 2 EMS calls answered by mutual aid, either by Pike Township or Bethel Clark, due to medic 52 being on a response.
- We answered 2 mutual aid EMS calls for Pike Township and 2 for Bethel Clark.
- In the Month of March the Division responded to 1 Overdose calls,

No comments or questions from Council.

*E. INFORMATIONAL ITEMS

- **Sanitizing All City Department Buildings**
 - Currently getting a quote
 - Will include Shelter House, Fire Station, Police Sub-Station, City Building.
 - May include Water and Wastewater - dependent upon chemicals used
- **Utility Bill Newsletter**
 - Attached
- **Gov. DeWine's Amended Stay at Home Order, List of Essential Business, & CCCHD Talking Points**
 - Attached
- **City Operations**
 - Essential Personal Only and Remote Options
 - Employees adjusting well
 - Only essential functions of the City are operating
 - Playgrounds Equipment and Skate Park
 - Closed until further notice
 - Foyer at the City Building
 - Please use Night Deposit Box for water bills, permits, and any other document submitted to the City
 - Numerous City forms are available in the foyer including tax forms and permits
 - Please use the "Zoning Permit" for decks, sheds, pole barns, additions, etc...
 - City phone lines, emails, and fax line are fully operational, but all City owned buildings are still closed to the public.
 - Please leave a voicemail if the prompt picks-up. Our voicemails do get sent to us via email.
 - Many City employees are working from home but have access to all appropriate means to continue serving the public
 - Residents and Business Owners
 - Thank you for working with us during these difficult times
 - Water Bill Ordinance Discussion
 - Apply late fee or forego?
 - Other City Operation Talking Points Introduced by the Public or City Council

-Nowakowski suggests a citizen community spotlight in the water bill mailer.

- Eggleston commented on schools still having lots of kids playing basketball. Bridge did forward those concerns to TLS.

-Council discusses water bill ordinance (penalty fees) and to remove penalty late fee of 10%. Council shares their opinions and concerns back and forth. No water will be shut off per Governor DeWine's order.

-Nowakowski suggests the Mayor draft a letter explaining the importance of paying on time.

Cobb Motions to remove 10% late fee penalty until 12-1-20 or until order is lifted by Gov. DeWine.

1st Cobb 2nd Cook- Accepted 5-2 Yes: Grimm, Nowakowski, Cobb, Eggleston, Cook
Nay: Hopkins, Lowrey

Other city talking points:

-Cobb noted that the city might have to pay for the PPE for the city deputies. Bridge noted he would look into that.

-Cobb suggests not having the 5th deputy. Bridge noted that 5th deputy is almost finished with training. Cobb asks how the FD is on PPE, Trusty states, "right now we are fine".

8. COMMENTS FROM MEMBERS OF THE PUBLIC: NONE**9. COMMITTEE REPORTS: NONE****10. RESOLUTIONS:****RESOLUTIONS:**

MOTION TO AMEND RES 2020-06 TO 1 MEETING A MONTH.

1ST- HOPKINS 2ND EGGLESTON ACCEPTED 6-1 NAY- GRIMM

GRIMM MOTIONS TO REMOVE TIME LIMIT ON COMMENTS FROM THE PUBLIC WITH A 2ND BY COBB. DISCUSSIONS ON BEST WAY TO TAKE PUBLIC COMMENTS. MOTION ACCEPTED 5-2 NAYS: LOWREY, HOPKINS

RESOLUTION 2020-06R

AMENDING THE RULES OF COUNCIL DURING THE CURRENT NATIONAL STATE OF EMERGENCY

1ST-COBB 2ND VM COOK ACCEPTED 5-2 NAY: LOWREY, HOPKINS

11. ORDINANCES:**A. ORDINANCE 2020-14E**

AN ORDINANCE DECLARING CERTAIN EMERGENCY PROCEDURES NECESSARY FOR THE CONTINUED GOVERNANCE OF THE CITY DURING THE CURRENT NATIONAL STATE OF EMERGENCY AND DECLARING A STATE OF EMERGENCY

1ST COOK 2ND GRIMM WILL ALLOW COUNCIL TO MEET REMOTELY. ACCEPTED 7-0

B. ORDINANCE 2020-15E

AN ORDINANCE SUSPENDING CERTAIN SECTIONS OF THE CODIFIED ORDINANCES OF THE CITY OF NEW CARLISLE IN ORDER TO COMPLY WITH EMERGENCY ORDER DDAGW 2020-01D ISSUED BY THE OHIO ENVIRONMENTAL PROTECTION AGENCY OEPA AND DECLARING AN EMERGENCY

1ST VM COOK 2ND COBB NO COMMENTS OR QUESTIONS ACCEPTED 7-0.

12. OTHER BUSINESS:

MAYOR LOWREY THANKS MR. BRIDGE AND ALL ADMINISTRATION.

-CM COBB MOTIONS TO CANCEL FIREWORKS WITH A 2ND BY CM HOPKINS.

DISCUSSION: LOWREY NOTES MAYBE WAITING TO MAKE THE DECISION. COBB IS CONCERNED IF THE CITY SIGNS THE CONTRACT. BRIDGE NOTES HE WILL NOT SIGN ANY CONTRACT WITHOUT TALKING TO COUNCIL. NO CONTRACT HAS BEEN DRAFTED, SO NOTHING HAS BEEN DISCUSSED. THANKS COBB FOR HIS COST SAVING MEASURES BUT SUGGESTS WAITING. LOWREY SUGGESTS ASKING FOR THE LATEST DATE TO SIGN THE CONTRACT. IT COULD BE A GREAT EVENT IF THE STAY AT HOME ORDER IS LIFTED
NOTES LOWREY.

BRIDGE SUGGESTS WAITING, ASKS ABOUT MEMORIAL DAY WALK?

HOPKINS WITHDRAWS HER 2ND.

VM COOK 2ND THE MOTION.

MOTIONS FAILS 2-5 YES: COBB, COOK NAY: LOWREY, HOPKINS, GRIMM, NOWAKOWSKI, EGGLESTON.

COBB ADDS ALL PUBLIC POOLS ARE CLOSED. COUNCIL HAD NOT HEARD THAT.

13. EXECUTIVE SESSION: NONE**14. RETURN TO REGULAR SESSION: NONE****15. ADJOURNMENT:**

1ST COOK 2ND HOPKINS ACCEPTED 7-0

4/6/20

7781

City Manager's Report

TO: Mayor, Vice Mayor, City Council, Residents, and Business Owners
FROM: Randy Bridge, City Manager
DATE: April 30, 2020 for May 4th, 2020

- Items that should be reported to or discussed with Council are indicated with an asterisk (*) and organized under separate headings.
- Council members may bring any other item up for discussion.

***A. FINANCE REPORT** - Will be emailed after month is closed

***B. SERVICE REPORT** - Attached

***C. FIRE REPORT** - Attached

***D. POLICE REPORT**

***E. INFORMATIONAL ITEMS**

- **Extended Stay-at-Home Order**
 - Dated 4/30/20
 - Attached
- **City Employee Return-to-Work Procedures**
 - Memo Attached
- **Discussion Topics**
 - Swimming Pool Opening
 - Permit from County
 - Garage Sales
 - Weekend of June 26th
 - Memorial Day Walk
 - May 23rd
 - Current City Building
 - Madison Street School
 - Grants submitted for asbestos removal and demolition
 - Attached
 - Fireworks
 - Contract Attached
 - Expense Reductions
 - CIP Information Attached



To: Mr. Bridge, City Manager
From: Howard Kitko, Service Director
Date: May 4, 2020
Subject: Council Update

Public Works Departments:

- Curb Repair; excavation has started, project currently delayed.
- Gearing up for minor road repairs and pothole patching.

Water Department:

- Water Treatment Plant Old High Service Pump building rehab is underway. Project includes all new pipe and pipe fittings, valves, heater, dehumidifier and general clean up. Project materials were purchased through the Water capital outlay fund. Project will be completed in house except for the final pipe painting and furnace install. Demolition portion is complete.
- Sanitary Survey; We have received some recommendations and violations. The City already corrected or will have corrective action in place to remedy a particular violation. The one violation of concern is the Adam's Street Water Tower. Response deadline extended to 4/30/2020, to develop an action plan to rehabilitate or remove the tower.

2019/2020 Primary #1 Clarifier Project:

Project Complete.

2020 Road Resurfacing Project:

Resurface Langdale Ave., Glenn Ave., Hamilton Ave., Clayton Ct., Corona Cir. and chip seal/fog Hillcrest Ave., Tal Shroyer/Short Dr. Bidding delayed until sometime in May.

Traffic Signal Upgrade Project:

Project was awarded to Bansal Construction Co. Construction is to be completed by 8/31/20. Underground drilling for electrical is complete.



City of New Carlisle
City Council Meeting
05-04-2020
Fire-EMS Report

- In the Month of April the New Carlisle Fire Division responded to 58 EMS call in the City an 15 in Elizabeth Township.
- The Division responded to 5 Fire related calls in the City and 0 in Elizabeth Township.
- We had 2 EMS calls answered by mutual aid, either by Pike Township or Bethel Clark, due to medic 52 being on a response.
- We answered 2 mutual aid EMS calls for Pike Township and 2 for Bethel Clark.
- In the Month of April the Division responded to 1 Overdose calls,

Steven Trusty
Fire Chief
City of New Carlisle

New Carlisle Fire Division

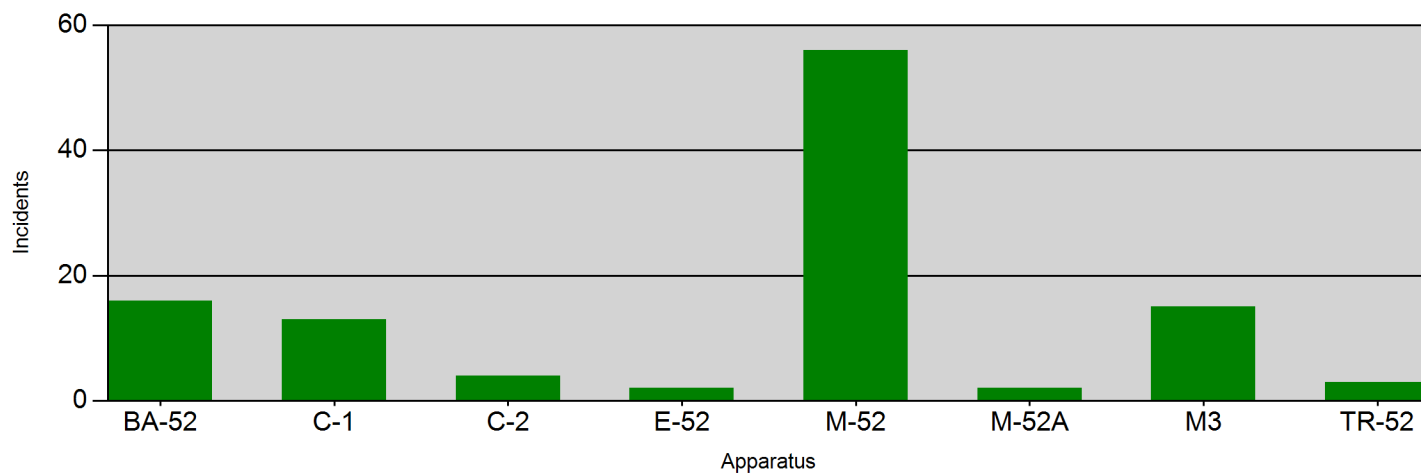
New Carlisle, OH

This report was generated on 4/30/2020 3:27:56 PM



Incident Count per Apparatus for Date Range

Start Date: 04/01/2020 | End Date: 04/30/2020



APPARATUS	# of INCIDENTS
BA-52	16
C-1	13
C-2	4
E-52	2
M-52	56
M-52A	2
M3	15
TR-52	3

Canceled apparatus (per the THIS APPARATUS WAS CANCELLED checkbox on Basic Info 4) not included.
Only REVIEWED incidents included.



DIRECTOR'S STAY SAFE OHIO ORDER

Re: Director's Order that Reopens Businesses, with Exceptions, and Continues a Stay Healthy and Safe at Home Order

I, Amy Acton, MD, MPH, Director of the Ohio Department of Health (ODH), pursuant to the authority granted to me in R.C. 3701.13 to "make special orders...for preventing the spread of contagious or infectious diseases" **Order** the following to prevent the spread of COVID-19 into the State of Ohio:

- 1. Preamble:** The sacrifices and incredible efforts that Ohioans have undertaken, make it possible to begin to lift the mandatory requirements and restrictions that were needed during the initial phase of the COVID-19 Pandemic. The adjustment of these orders is able to proceed based upon the facts and the science existing at this time in Ohio, however if the situation continues to improve, then more restrictions will be lifted, and if the situation deteriorates additional targeted restrictions will need to be made. While government can set the baseline, it should be understood that these orders set forth the minimum acts that must be taken and if people do more than the minimum to act safely, it will benefit everyone.
- 2. Business and operations to reopen.** All businesses and operations in the State, except as defined below, are permitted to reopen within the State so long as all workplace safety standards are met. All businesses and operations, except as defined below, are encouraged to either reopen or remain open if they have not ceased operation during the prior Stay at Home Orders. Businesses and operations shall continue to comply with Social Distancing Requirements as defined in this Order, including by maintaining six-foot social distancing for both employees and members of the public at all times, including, but not limited to, when any customers are standing in line.
- 3. Stay at home or place of residence.** With exceptions as outlined below, all individuals currently living within the State of Ohio are ordered to stay at home or at their place of residence except as allowed in this Order. To the extent individuals are using shared or outdoor spaces when outside their residence, they must at all times and as much as reasonably possible, maintain social distancing of at least six feet from any other person, with the exception of family or household members, consistent with the Social Distancing Requirements set forth in this Order. All persons may leave their homes or place of residence only to participate in activities, businesses or operations as permitted in this Order.

Individuals experiencing homelessness are exempt from this Order, but are strongly urged to obtain shelter, and governmental and other entities are strongly urged to make such shelter available as soon as possible and to the maximum extent practicable (and to use in their operation COVID-19 risk mitigation practices recommended by the U.S. Centers for Disease Control and

Prevention (CDC) and the Ohio Department of Health (ODH)). This order does not apply to incarcerated individuals. Incarcerated individuals are to follow the guidance of the facility in which they are confined. Individuals whose residences are unsafe or become unsafe, such as victims of domestic violence, are permitted and urged to leave their home and stay at a safe alternative location. For purposes of this Order, homes or residences include hotels, motels, shared rental units, shelters, and similar facilities.

4. **Prohibited activities.** All public and private gatherings of any number of people occurring outside a single household and connected property, or living unit and connected property are prohibited, except for the limited purposes permitted by this Order. Any gathering of more than ten people is prohibited unless exempted by this Order. This is in accordance with President Trump's coronavirus guidelines issued March 16, 2020. Nothing in this Order prohibits the gathering of members of a household, family or residence. This Section does not apply to weddings and funerals, although wedding receptions are subject to the ten-person limitation. This Section does not apply to religious facilities, entities and groups and religious gatherings. This Section does not apply to First Amendment protected speech, including petition or referendum circulators and any activity by the Media, which includes newspapers, television, radio and other media services.
5. **Prohibited and permitted travel.** People riding on public transit must comply with Social Distancing Requirements to the greatest extent feasible. This Order allows travel into or out of the State including travel that originates and ends outside of the state. However, persons entering the State with the intent to stay are asked to self-quarantine for fourteen days unless they are doing so for critical infrastructure or healthcare workforce purposes. For purposes of clarity this does not apply to persons who as part of their normal life live in one state and work or deliver services in another state. Persons who have tested positive for COVID-19, are presumptively diagnosed with COVID-19 or are exhibiting the symptoms identified in the screening guidance available from the U.S. Centers for Disease Control and Prevention and the Ohio Department of Health shall not enter the State, unless they are doing so under medical orders for the purposes of medical care, are being transported by Emergency Medical Services (EMS), are driving or being driven directly to a medical provider for purposes of initial care, or are a permanent resident of the State.
6. **Elderly people and those who are vulnerable as a result of illness should take additional precautions.** People at high risk of severe illness from COVID-19, including elderly people and those who are sick, are urged to stay in their residence to the extent possible except as necessary to seek medical care. According to CDC, those at high-risk for severe illness from COVID-19 include people who are sixty-five years or older and people of all ages with underlying medical conditions, particularly if not well controlled, including:
 - a. People with chronic lung disease or moderate to severe asthma;
 - b. People who have serious heart conditions;
 - c. People who are immune compromised;
 - d. People with severe obesity (body mass index [BMI] of 40 or higher);
 - e. People with diabetes;
 - f. People with chronic kidney disease undergoing dialysis; and
 - g. People with liver disease.
7. **Businesses covered by this Order.** For the purposes of this Order, covered businesses include any for-profit, non-profit, educational entities, or governmental entities (other than federal)

regardless of the nature of the service, the function it performs, or its corporate or entity structure. Nothing in this Order is intended to encroach on or interfere with the separation of powers under the Ohio Constitution.

- 8. Facial Coverings (Masks).** Businesses must allow all customers, patrons, visitors, contractors, vendors and similar individuals to use facial coverings, except for specifically documented legal, life, health or safety considerations and limited documented security considerations. Businesses must require all employees to wear facial coverings, except for one of the following reasons:
- a. Facial coverings in the work setting are prohibited by law or regulation;
 - b. Facial coverings are in violation of documented industry standards;
 - c. Facial coverings are not advisable for health reasons;
 - d. Facial coverings are in violation of the business's documented safety policies;
 - e. Facial coverings are not required when the employee works alone in an assigned work area;
 - or
 - f. There is a functional (practical) reason for an employee not to wear a facial covering in the workplace.

Businesses must provide written justification, upon request, explaining why an employee is not required to wear a facial covering in the workplace. At a minimum, facial coverings (masks) should be cloth/fabric and cover an individual's nose, mouth, and chin.

- 9. Medical Care.** The Director of Health Order signed March 17, 2020, for the management of non-essential surgeries and procedures throughout Ohio, is rescinded effective at 11:59 p.m. on April 30, 2020. Governor DeWine asked hospitals and other providers to reassess all surgeries and procedures that were delayed consistent with the March 17 Order. Surgeries and procedures were to be prioritized and performed if there is a:
- a. Threat to the patient's life if the surgery or procedure is delayed;
 - b. Threat of permanent dysfunction of an extremity or organ system if delayed;
 - c. Risk of metastasis or progression of staging if delayed;
 - d. Risk of rapidly worsening to severe symptoms if delayed, or
 - e. Presence of severe symptoms causing an inability to perform activities of daily living.

Effective at 11:59 p.m. on April 30, 2020, medical providers, including dentists, in the State may resume non-essential surgeries and procedures. This type of health care typically does not require an inpatient or overnight stay. These surgeries, procedures and other health care services, that utilize minimal personal protective equipment (PPE) have a minimal impact on inpatient hospital bed capacity, may resume only if the provider meets the following conditions:

- a. The provider follows infection control and other environmental practices in accordance with the ODH and CDC guidelines;
- b. The provider maintains adequate inventories of PPE, supplies, equipment, and medicine in their facility for each patient, considering all phases of care the patient may require,
- c. The provider creates a plan for conservation and monitoring that may include decontamination and reuse protocols to preserve PPE, supplies, equipment, and medicine to be prepared for an influx of patients, including those who do not have COVID-19;

- d. The provider evaluates access to a reliable supply chain to support continued operations for non-COVID-19 cases, and to respond to an unexpected surge in COVID-19 cases in a timely manner;
- e. The provider frequently counts PPE inventory. For hospitals, this information will continue to be reported to the State's COVID-19 resource management system on a daily basis;
- f. The provider defines processes for timely COVID-19 testing of patients and staff in accordance with the ODH guidelines;
- g. The provider continues to use telehealth modalities whenever possible; and
- h. The provider develops an actionable plan for communication, outreach, and equitable delivery of services that:
 - i. Recognizes the underlying social determinants of health and the disproportionate impact of COVID-19 on minority populations;
 - ii. Engages patients in discussion regarding the risk of contracting COVID-19; and
 - iii. Engages patients in shared decision making regarding the need for and timing of health care services. Surgeries and other procedures could still be delayed based upon mutual decisions made by patients and their clinicians.

As a provider prepares to restart non-essential health care services, hospitals and other providers should review the following types of considerations:

- a. Pre-restart considerations;
- b. Prioritizing patient outreach and scheduling;
- c. Patient Communication;
- d. Patient Screening for COVID-19;
- e. Facility Considerations;
- f. Workforce/Staffing;
- g. Sanitation Procedures;
- h. Personnel Protective Equipment;
- i. Supplies;
- j. Patient and Staff Testing; and
- k. Consultation of additional Resources.

Providers should continue to use telehealth modalities, whenever possible, and create or use existing internal strategies to prioritize cases based on the medical staff's governance and resolution structure. Providers should also follow the Responsible Restart Ohio Guide for Health Care distributed by ODH.

10. Manufacturing, distribution and construction. Manufacturing, distribution and construction businesses that were ordered to cease all activities pursuant to the April 2, 2020, Amended Director of Health Order that ordered all persons in the State to stay home unless engaged in essential work or activity, shall stay closed until May 4, 2020. Effective at 12:01 a.m. on May 4, 2020, the closed manufacturing, distribution and construction businesses may reopen, subject to the Sector Specific COVID-19 Information and Checklist for Businesses/Employers set forth in Section 21 of this Order.

- 11. General Office Environments.** General office environments that were ordered to cease all activities pursuant to the April 2, 2020, Amended Director of Health Order that ordered all persons in the State to stay home unless engaged in essential work or activity, shall stay closed until May 4, 2020. Effective at 12:01 a.m. on May 4, 2020, the closed general office environments may reopen, subject to the Sector Specific COVID-19 Information and Checklist for Businesses/Employers set forth in Section 21 of this Order. Businesses should strongly encourage as many employees as possible to work from home by implementing policies in areas such as teleworking and video conferencing, subject to the discretion of the employer.
- 12. Retail.** Retail establishments and facilities that were ordered to cease all activities pursuant to the April 2, 2020, Amended Director of Health Order that ordered all persons in the State to stay home unless engaged in essential work or activity, shall stay closed until May 12, 2020. Effective at 12:01 a.m. on May 12, 2020, the closed retail establishments and facilities may reopen, subject to the Sector Specific COVID-19 Information and Checklist for Businesses/Employers set forth in Section 21 of this Order. Currently closed retail establishments and facilities, that will restrict their operations to curbside pickup, delivery or appointment-only (limited to 10 customers at any one time) may reopen effective May 1 at 11:59 p.m.
- 13. Closed Businesses and Operations.** For the purposes of this Order, the following businesses and operations are to remain closed until this Order is amended or rescinded:
- a. Schools.** The Second Amended Director of Health Order signed April 29, 2020, or as it may be subsequently amended, that closed all K-12 schools in the State remains in effect;
 - b. Restaurants and Bars.** The Director of Health Order signed March 15, 2020, or as it may be subsequently amended, that closed restaurants and bars to all but carry-out and delivery activities in the State remains in effect;
 - c. Personal Appearance/Beauty.** The Director of Health Order signed March 19, 2020, or as it may be subsequently amended, that closed hair salons, day spas, nail salons, barber shops, tattoo parlors, body piercing locations, tanning facilities, massage therapy locations and like businesses in the State remains in effect.;
 - d. Adult Day Support or Vocational Habilitation Services in a Congregate Setting.** The Amended Director of Health Order signed March 21, 2020, or as it may be subsequently amended, that prohibited adult day support or vocational habilitation services in a congregate setting in the State remains in effect;
 - e. Older Adult Day Care Services and Senior Centers.** The Director of Health Order signed March 24, 2020, or as it may be subsequently amended, that prohibited older adult day care services and closed senior centers in the State remains in effect;
 - f. Child Care Services.** The Director of Health Order signed March 24, 2020, or as it may be subsequently amended, that prohibited child care services, except for facilities with a Temporary Pandemic Child Care License, in the State remains in effect; and
 - g. Entertainment/Recreation/Gymnasiums.** The Director of Health Order signed March 21, 2020, or as it may be subsequently amended, that closed all indoor family entertainment businesses and venues such as laser tag facilities, roller skating rinks, ice skating rinks, arcades and indoor miniature golf facilities, as well as, adult and child skill or chance game facilities

in the State remains in effect. The Amended Director of Health Order signed March 17, 2020, or as it may be subsequently amended, that closed auditoriums, stadiums, arenas, parades, fairs, festivals, bowling alleys, health clubs, fitness centers, workout facilities, gyms, yoga studios, indoor trampoline parks, indoor water parks, movie and other theatres (excluding drive-in theatres), performance theatres, all public recreation centers, and indoor sports facilities in the State remains in effect. All places of public amusement, whether indoors or outdoors, including, but not limited to, locations with amusement rides, carnivals, amusement parks, water parks, aquariums, zoos, museums, arcades, fairs, children's play centers, playgrounds, funplexes, theme parks, bowling alleys, concert and music halls, and country clubs or social clubs shall be closed. Recreational sports tournaments, organized recreational sports leagues, residential and day camps shall be prohibited. Swimming pools, whether public or private, shall be closed, unless it is a swimming pool for a single household. Campgrounds, including recreational camps and recreational vehicle (RV) parks, shall be closed, except that persons residing in recreational vehicles ("RVs") at campgrounds who genuinely have no other viable place of residence may remain in the campground. This campground closure also excludes cabins, mobile homes, or other self-contained units, meant for single families and where preexisting full season agreements already have been established. An example would be individuals who have part-time preestablished seasonal sites at campgrounds for the entire season or a long term property interest or lease agreement with a campground for residential activity. Such persons should comply with all applicable guidance from the U.S. Centers for Disease Control and Prevention and the Ohio Department of Health regarding social distancing.

14. Minimum Basic Operations. Any activity, business or operation, if ordered closed, is still permitted to engage in Minimum Basic Operations. For the purposes of this Order, Minimum Basic Operations include the following, provided that employees comply with Social Distancing Requirements, to the extent possible, while carrying out such operations:

- a. The minimum necessary activities to maintain the value of the business's inventory, preserve the condition of the business's physical plant and equipment, ensure security, process payroll and employee benefits, or for related functions; and
- b. The minimum necessary activities to facilitate employees of the business being able to continue to work remotely from their residences.

15. Travel. For the purposes of this Order, permitted Travel includes travel for any of the following purposes. Individuals engaged in any Travel must comply with all Social Distancing Requirements as defined in this Section.

- a. Any travel related to the provision of or access to activities, businesses and operations that are permitted to be open under this Order or Minimum Basic Operations;
- b. Travel to care for elderly, minors, dependents, persons with disabilities, or other vulnerable persons;
- c. Travel to or from educational institutions for purposes of receiving materials for distance learning, for receiving meals, and any other related services;
- d. Travel to return to a place of residence from outside the jurisdiction;

- e. Travel required by law enforcement or court order, including to transport children pursuant to a custody agreement; and
- f. Travel required for non-residents to return to their place of residence outside the State. Individuals are strongly encouraged to verify that their transportation out of the State remains available and functional prior to commencing such travel.

16. Social Distancing Requirements. For purposes of this Order, Social Distancing Requirements includes maintaining at least six-foot social distancing from other individuals, washing hands with soap and water for at least twenty seconds as frequently as possible or using hand sanitizer, covering coughs or sneezes (into the sleeve or elbow, not hands), regularly cleaning high-touch surfaces, and not shaking hands.

- a. **Required measures.** Essential Businesses and Operations and businesses engaged in Minimum Basic Operations must take proactive measures to ensure compliance with Social Distancing Requirements, including where possible:
 - i. **Designate six-foot distances.** Designating with signage, tape, or by other means six-foot spacing for employees and customers in line to maintain appropriate distance;
 - ii. **Hand sanitizer and sanitizing products.** Having hand sanitizer and sanitizing products readily available for employees and customers;
 - iii. **Separate operating hours for vulnerable populations.** Implementing separate operating hours for elderly and vulnerable customers; and
 - iv. **Online and remote access.** Posting online whether a facility is open and how best to reach the facility and continue services by phone or remotely.

17. Intent of this Order. The intent of this Order is to ensure that the maximum number of people self-isolate in their places of residence to the maximum extent feasible, while enabling additional day to day activities to continue, to slow the spread of COVID-19 to the greatest extent possible. When people need to leave their places of residence to perform or to otherwise facilitate authorized activities necessary for continuity of social and commercial life, they should at all times and as much as reasonably possible comply with Social Distancing Requirements. All provisions of this Order should be interpreted to effectuate this intent.

18. Enforcement. This Order may be enforced by State and local law enforcement to the extent set forth in Ohio law. Specifically, pursuant to R.C 3701.352 “[n]o person shall violate any rule the director of health or department of health adopts or any order the director or department of health issues under this chapter to prevent a threat to the public caused by a pandemic, epidemic, or bioterrorism event.” R.C. 3701.56 provides that “[b]oards of health of a general or city health district, health authorities and officials, officers of state institutions, police officers, sheriffs, constables, and other officers and employees of the state or any county, city, or township, shall enforce quarantine and isolation orders, and the rules the department of health adopts.” To the extent any public official enforcing this Order has questions regarding what services are prohibited under this Order, the Director of Health hereby delegates to local health departments the authority to answer questions in writing and consistent with this Order, but does not require local health departments to provide advisory opinions to nongovernmental entities.

19. Penalty. A violation of R.C. 3701.352 is guilty of a misdemeanor of the second degree, which can include a fine of not more than \$750 or not more than 90 days in jail, or both.

20. General COVID-19 Information and Checklist for Businesses/Employers. Business and employers are to take the following actions:

- a. Strongly encourage as many employees as possible to work from home by implementing policies in areas such as teleworking and video conferencing, subject to the discretion of the employer;
- b. Actively encourage sick employees to stay home until they are free of fever (without the use of medication) for at least 72 hours (three full days) AND symptoms have improved for at least 72 hours AND at least seven days have passed since symptoms first began. Do not require a healthcare provider's note to validate the illness or return to work of employees sick with acute respiratory illness; healthcare provider offices and medical facilities may be extremely busy and not able to provide such documentation in a timely way;
- c. Ensure that your sick leave policies are up to date, flexible, and non-punitive to allow sick employees to stay home to care for themselves, children, or other family members. Consider encouraging employees to do a self-assessment each day to check if they have any COVID-19 symptoms (fever, cough, or shortness of breath);
- d. Separate employees who appear to have acute respiratory illness symptoms from other employees and send them home immediately. Restrict their access to the business until they have recovered;
- e. Reinforce key messages — stay home when sick, use cough and sneeze etiquette, and practice hand hygiene — to all employees, and place posters in areas where they are most likely to be seen. Provide protection supplies such as soap and water, hand sanitizer, tissues, and no-touch disposal receptacles for use by employees;
- f. Frequently perform enhanced environmental cleaning of commonly touched surfaces, such as workstations, countertops, railings, door handles, and doorknobs. Use the cleaning agents that are usually used in these areas and follow the directions on the label. Provide disposable wipes so that commonly used surfaces can be wiped down by employees before each use; and
- g. Be prepared to change business practices if needed to maintain critical operations (e.g., identify alternative suppliers, prioritize customers, or temporarily suspend some of your operations).
- h. Comply with all applicable guidance from the U.S. Centers for Disease Control and Prevention and the Ohio Department of Health regarding social distancing.

21. Sector Specific COVID-19 Information and Checklist for Businesses/Employers. Businesses and employers, whether currently open or reopening, are to take the following actions:

- a. Manufacturing, distribution & construction:
 - i. Ensure minimum 6 feet between people, if not possible, install barriers;
 - ii. Employees must perform daily symptom assessment that should include taking temperature with a thermometer and monitoring for fever. Also watching for coughing or trouble breathing;

- iii. Require employees to stay home if symptomatic;
- iv. Consider having distributors and guests wear face coverings at all times;
- v. Require regular handwashing;
- vi. Stagger or limit arrivals of employees and guests;
- vii. Have employees work from home whenever possible;
- viii. Daily disinfection of desks and workstations;
- ix. Change shift patterns (e.g. fewer shifts);
- x. Stagger lunch and break times;
- xi. Daily deep disinfection of high-contact surfaces;
- xii. Space factory floor to allow for distancing;
- xiii. Regulate max number of people in cafeterias/common spaces;
- xiv. Establish maximum capacity;
- xv. Immediately isolate and seek medical care for any individual who develops symptoms while at work;
- xvi. Contact the local health district about suspected cases or exposures; and
- xvii. Shutdown shop/floor for deep sanitation if possible.

b. Consumer, retail & services

- i. Ensure minimum 6 feet between employees, if not possible, install barriers;
- ii. Employees must perform daily symptom assessment that should include taking temperature with a thermometer and monitoring for fever. Also watching for coughing or trouble breathing;
- iii. Require employees to stay home if symptomatic;
- iv. Consider having customers wear face coverings at all times;
- v. Require regular handwashing by employees;
- vi. Place hand sanitizers in high-contact locations;
- vii. Clean high-touch items after each use (e.g. carts, baskets);
- viii. Ensure minimum 6 feet between customers;
- ix. Specify hours for at-risk populations (e.g. elderly);
- x. Ask customers and guests not to enter if symptomatic;
- xi. Stagger entry of customers and guests;
- xii. Post social distancing signage and disinfect high-contact surfaces hourly;
- xiii. Clean merchandise before stocking if possible;
- xiv. Establish maximum capacity;
- xv. Discontinue self-service food stations, product samples;
- xvi. Food courts remain closed;
- xvii. Immediately isolate and seek medical care for any individual who develops symptoms while at work;
- xviii. Contact the local health district about suspected cases or exposures; and
- xix. Shutdown shop/floor for deep sanitation if possible.

c. General office environments

- i. Ensure minimum 6 feet between employees, if not possible, install barriers;

- ii. Personnel should work from home when possible;
- iii. Employees must perform daily symptom assessment that should include taking temperature with a thermometer and monitoring for fever. Also watching for coughing or trouble breathing;
- iv. Require employees to stay home if symptomatic;
- v. Consider having customers wear face coverings at all times;
- vi. Require regular handwashing by employees;
- vii. Reduce sharing of work materials;
- viii. Limit travel as much as possible;
- ix. Stagger arrival of all employees and guests;
- x. Post signage on health safety guidelines in common areas;
- xi. Frequent disinfection of desks, workstations, and high-contact surfaces;
- xii. Daily disinfection of common areas;
- xiii. Cancel/postpone in person events when social distancing guidelines cannot be met;
- xiv. No buffet in cafeteria;
- xv. Utilize disposable tableware and other materials;
- xvi. Establish maximum capacity;
- xvii. Immediately isolate and seek medical care for any individual who develops symptoms while at work;
- xviii. Contact the local health district about suspected cases or exposures; and
- xix. Shutdown shop/floor for deep sanitation if possible.

22. No limitation on authority. Nothing in this Order shall, in any way, alter or modify any existing legal authority allowing the State or any local health department from ordering (1) any quarantine or isolation that may require an individual to remain inside a particular residential property or medical facility for a limited period of time, including the duration of this public health emergency, or (2) any closure of a specific location for a limited period of time, including the duration of this public health emergency.

23. Savings clause. If any provision of this Order or its application to any person or circumstance is held invalid by any court of competent jurisdiction, this invalidity does not affect any other provision or application of this Order, which can be given effect without the invalid provision or application. To achieve this purpose, the provisions of this Order are declared to be severable.

24. Previous Orders superseded. This Order supersedes, only to the extent that it conflicts, and amends any previous Order which conflicts with the provisions of this Order.

25. Dispute Resolution. If any local health department issues a determination under Section 18 of this Order that is in conflict with a determination issued by a different local health department, then the conflict may be submitted to the ODH by either of the local health departments or an entity or person subject to the determination. A Dispute Resolution Commission appointed by the Director of Health shall review the conflict and make a determination as to the application of this Order to the conflict. The decision of the Dispute Resolution Commission shall be final.

26. Duration. This Order shall be effective at 11:59 p.m. on April 30, 2020 and remains in full force and effect until 11:59 p.m. on May 29, 2020, unless the Director of the Ohio Department of Health rescinds or modifies this Order at a sooner time and date.

COVID-19 is a respiratory disease that can result in serious illness or death, is caused by the SARS-CoV-2 virus, which is a new strain of coronavirus that had not been previously identified in humans and can easily spread from person to person. The virus is spread between individuals who are in close contact with each other (within about six feet) through respiratory droplets produced when an infected person coughs or sneezes. It may be possible that individuals can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose or eyes.

On January 23, 2020, the Ohio Department of Health issued a Director's Journal Entry making COVID-19 a Class A reportable disease in Ohio.

On January 28, 2020, the Ohio Department of Health hosted the first statewide call with local health departments and healthcare providers regarding COVID-19.

On January 30, 2020, the International Health Regulations Emergency Committee of the World Health Organization declared the outbreak of COVID-19 a public health emergency of international concern.

On January 31, 2020, Health and Human Services Secretary, Alex M. Azar II, declared a public health emergency for the United States to aid the nation's healthcare community in responding to COVID-19.

On February 1, 2020, the Ohio Department of Health issued a statewide Health Alert Network to provide local health departments and healthcare providers with updated guidance for COVID-19 and revised Person Under Investigation (PUI) criteria.

On February 3, 2020, the Ohio Department of Health trained over 140 personnel to staff a call center for COVID-19, in the event it was needed.

On February 5, 2020, the Ohio Department of Health began updating and notifying the media of the number of PUIs in Ohio every Tuesday and Thursday.

On February 6, 2020, the Ohio Department of Health updated all agency assistant directors and chiefs of staff on COVID-19 preparedness and status during the Governor's cabinet meeting.

On February 7, 2020, the Ohio Department of Health and the Ohio Emergency Management Agency met to conduct advance planning for COVID-19.

On February 13, 2020, the Ohio Department of Health conducted a Pandemic Tabletop Exercise with State agencies to review responsive actions should there be a pandemic in Ohio.

On February 14, 2020, the Ohio Department of Health held a conference call with health professionals across the state. The purpose of the call was to inform and engage the healthcare community in Ohio. Presentations were provided by the Department of Health, Hamilton County Public Health, and the Ohio State University.

On February 27, 2020, the Ohio Department of Health and the Ohio Emergency Management Agency briefed the directors of State agencies during the Governor's cabinet meeting regarding preparedness and the potential activation of the Emergency Operations Center.

On February 28, 2020, the "Governor DeWine, Health Director Update COVID-19 Prevention and Preparedness Plan" was sent to a broad range of associations representing healthcare, dental, long-term care, K-12 schools, colleges and universities, business, public transit, faith-based organizations, non-profit organizations, and local governments.

On March 2, 2020, the Ohio Department of Health activated a Joint Information Center to coordinate COVID-19 communications.

On March 5, 2020, the Ohio Department of Health hosted the Governor's Summit on COVID-19 Preparedness, a meeting with the Governor, cabinet agency directors, local health department commissioners, and their staff.

On March 6, 2020, the Ohio Department of Health opened a call center to answer questions from the public regarding COVID-19.

On March 9, 2020, testing by the Department of Health confirmed that three (3) patients were positive for COVID-19 in the State of Ohio. This confirms the presence of a potentially dangerous condition which may affect the health, safety and welfare of citizens of Ohio.

On March 9, 2020, the Ohio Emergency Management Agency activated the Emergency Operations Center.

On March 9, 2020, the Governor Declared a State of Emergency in Executive Order 2020-01D.

On March 11, 2020, the head of the World Health Organization declared COVID-19 a pandemic.

On March 11, 2020, testing by the Ohio Department of Health confirmed that one (1) more patient was positive for COVID-19 in the State of Ohio.

On March 11, 2020, the Ohio Departments of Health and Veterans Services issued a Joint Directors' Order to limit access to Ohio nursing homes and similar facilities.

On March 15, 2020, the Ohio Department of Health issued a Director's Order to limit access to Ohio's jails and detention facilities.

On March 15, 2020, the Ohio Department of Health issued a Director's Order to limit the sale of food and beverages, liquor, beer and wine to carry-out and delivery only.

On March 15, 2020, the CDC issued Interim Guidance for mass gatherings or large community events, stating that such events that consist of 50 or more people should be cancelled or postponed.

On March 16, 2020 the Ohio Department of Health issued a Director's Order closing polling locations for the March 17, 2020 primary election.

On March 17, 2020 the Ohio Department of Health issued a Director's Order for the management of non-essential surgeries and procedures throughout Ohio.

On March 17, 2020 the Ohio Department of Health issued an Amended Director's Order to limit and/or prohibit mass gatherings and the closure of venues in the State of Ohio.

On March 19, 2020, the Ohio Department of Health issued a Director's Order closing hair salons, nail salons, barber shops, tattoo parlors, body piercing locations, and massage therapy locations.

On March 21, 2020, the Ohio Department of Health issued a Director's Order closing older adult day care services and senior centers.

On March 21, 2020, the Ohio Department of Health issued a Director's Order closing family entertainment centers and internet cafes.

On March 22, 2020, the Ohio Department of Health issued a Director's Order that all persons are to stay at home unless engaged in essential work or activity.

On March 24, 2020, the Ohio Department of Health issued a Director's Order that closed facilities providing child care services.

On March 30, 2020, the Ohio Department of Health issued an Amended Director's Order that closed all K-12 schools in the State of Ohio.

On April 2, 2020, the Ohio Department of Health issued an Amended Director's Order that all persons are to stay at home unless engaged in essential work or activity.

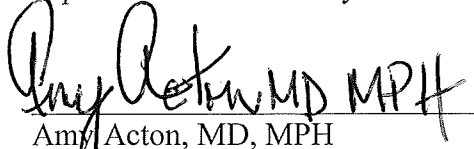
Multiple areas of the United States are experiencing "community spread" of the virus that causes COVID-19. Community spread, defined as the transmission of an illness for which the source is unknown, means that isolation of known areas of infection is no longer enough to control spread.

The CDC reports that people are most contagious when they are most symptomatic (the sickest) however some spread might be possible before people show symptoms although that is not the main way the virus spreads.

Mass gatherings (10 or more persons) increase the risk of community transmission of the virus COVID-19.

Accordingly, to avoid an imminent threat with a high probability of widespread exposure to COVID-19 with a significant risk of substantial harm to a large number of people in the general population, including the elderly and people with weakened immune systems and chronic medical conditions, I hereby **ORDER** all persons are to continue to stay at home or their place of residence unless they are engaged in Essential Activities, Essential Governmental Functions, or to operate Essential and Unrestricted Businesses and Operations as set forth in this Order. This Order shall remain in full force and effect until 11:59 p.m. on May 29, 2020, unless the Director of the Ohio Department of Health rescinds or modifies this Order at a sooner time and date. To the extent any public official enforcing this Order has questions regarding what

services are prohibited under this Order, the Director of Health hereby delegates to local health departments the authority to answer questions in writing and consistent with this Order.



Amy Acton, MD, MPH
Director of Health

April 30, 2020

INTEROFFICE MEMORANDUM

TO: All Full-Time City Staff

FROM: Randy Bridge, City Manager

DATE: Thursday, April 30, 2020

SUBJECT: City Operations Due to COVID-19 - **UPDATE #3**



Dear Valued City Staff and Administrators:

I would like to say "thank you" for your hard work and dedication to the citizens of New Carlisle during this pandemic outbreak which has caused the City to operate under a State of Emergency. I am truly honored to lead a group of professionals who have chosen to put themselves at risk for the continuation of a City that we respect and some call home.

I am very happy to report that our alternate schedules have been successful and operated without any major issues! I appreciate the understanding from employees during this historic time. Some employees truly had paid days off while others still fielded phone calls from citizens, processed vendor checks and payroll, and administered utility bills during their "off days".

Springtime has arrived and with that the weather is warming, grass is growing, and citizens are more productive. Given the increase of City related activity, it is paramount that some employees begin reporting to work on the traditional M-F schedules with social distancing and mask wearing requirements in place.

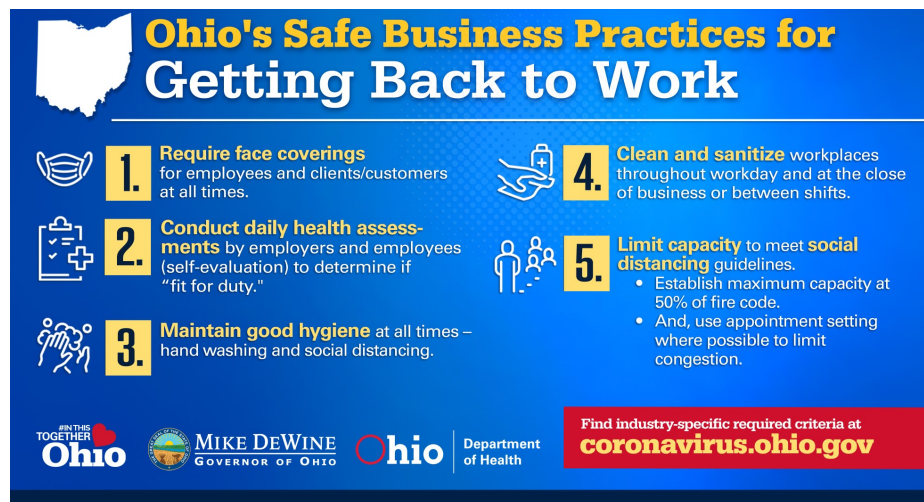
All City employees in the Wastewater, Water, and Street Departments will return to their normal M-F schedules beginning May 4th, 2020. Mr. Kitko will be detailing specific work requirements with each department (lunch breaks, social distancing requirements, etc.). The Office staff will report to the City Administration Building on a alternating team schedule since social distancing will be impossible given the small size of the building. Mr. Clark will be primarily working from home during this time.

While we are working, surgical mask will be required when in any public spaces within our buildings. This includes office "doorway" conversations or at any time when a six foot buffer is not attainable. The city will provide surgical masks, but employees are permitted to wear a mask they have handmade (I have a few I can donate. They are scarlet and gray of course!). After speaking with our Fire Chief, he has stated that it is ok to wear the surgical mask for up to three days or until they become visibly dirty. All employees will be required to practice extra sanitary procedures such as cleaning frequently used surfaces and washing their hands regularly.

All City owned buildings will still be closed to the public. This includes the lobby at the City Building. We have cancelled all Shelter House Reservations for the month of May and June will be based of upcoming information released from Governor DeWine. As of the update yesterday, the pool is still not permitted to open and the Memorial Day walk will, more than likely, be cancelled.

The City of New Carlisle is still operating under its declared State of Emergency. This allows the City to function untraditionally in order to preserve the safety, continuance, and the well-being of City staff, the citizens, and the organization as an entity. This emergency declaration will not be lifted until it is deemed safe to do so.

Below is information from Governor DeWine's recommendation for getting back to work. Please review the material and adhere to the recommendations. Following DeWine's information is the Team A / Team B schedule for the office staff.



**** Updated - City Office Team Schedules for May 2020**

Team A

Cathy Marshall
Vicki Taylor-Whitt
Angela Gump
Howie Kitko

Team B

Debbie Watson
Victoria Portner
Derek Hutchinson
Randy Bridge

Schedule of Office Reporting Days

****Office Staff - When not reporting to the office, please continue working from home on those days**

Week of 5/4

Team A - Monday, Wednesday, and Friday
Team B - Tuesday & Thursday

Week of 5/11

Team A - Tuesday & Thursday
Team B - Monday, Wednesday, and Friday

Week of 5/18

Team A - Monday, Wednesday, and Friday
Team B - Tuesday & Thursday

Week of 5/25

Team A - Tuesday & Thursday
Team B - Monday, Wednesday, & Friday

All team members will report to the City Building parking lot at 7:00 am on your scheduled days to work in order to have their temperature checked BEFORE clocking in. Please stay in your cars and either Howie or me will take your temperature. Employees with a temperature of 100.4 F or higher will be asked to go home and remain home until they have been fever free (without the use of medication) for at least 72 hours (three full days) AND symptoms have improved for at least 72 hours AND at least seven days have passed since symptoms first began. A healthcare provider's note to validate the illness or return to work of employees sick with acute respiratory illness will not be required. Until we get thermometers for each department building, this will be the protocol. Once we get the thermometers, one will be placed at the entrance of your department's building and you will

be required to check your temperature with the 100.4 F threshold. We will confirm the temperature before asking you to go home should you exceed to 100.4 F threshold.

Again, I want to thank each of you for your hard work and understanding during these times. Literally thousands of citizens were dependent upon us for their City operational needs during this time. Frankly, we knocked it out of the park!

Best Regards,

Randy

CLARK COUNTY, OHIO

FY 2020 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ALLOCATION/COMPETITIVE PROGRAMS

APPLICATION

Application submission deadline - April 15th, 2020

***** NO LATE SUBMISSIONS WILL BE ACCEPTED *****

SUBMIT COMPLETED APPLICATION WITH ALL INFORMATION AND ATTACHMENTS TO:

Ethan Harris, Development Director
Clark County Community and Economic Development
3130 E. Main Street, Suite 1-A
Springfield, OH 45505

PART I. APPLICANT INFORMATION:

Complete the information requested. Applicant must be Township, Village, or City. Applicants may also be a service group / non-profit organization but must attach a copy of the constitution or by-laws of the organization. **"Contact Person"** must be an individual who can respond to specifics about the project contained in the application and be able to provide additional information or material upon request.

Applicant:* __City of New Carlisle__	Contact Person: __Randy Bridge__
Address: __331 S. Church St.__	Title: __City Manager__
City/State/Zip: __New Carlisle, OH. 45344__	Phone: __(937)845-9492 x22__

***Applicant must be Township, Village, City or if applicant is a public service group or non-profit entity, attach constitution or bylaws.**

PART II. PROJECT INFORMATION:

Review the separate listing of eligible activities (highlighted in yellow). Your project must be listed as an "ACTIVITY NAME" on this list. The result or outcome must be in a unit as described as "OUTCOME MEASUREMENTS" on this list.

This PART needs to be as detailed as possible. Explain exactly what the project is and state quantities for every element. Describe project in detail using measurements. Submit one application sheet for **each** project. (EXAMPLE: Replace 4" water line with 8" water line - Weaver St. - from Desert Ave. to Cactus St. - 826 linear feet including 2 hydrants) Use additional pages if needed.

Project will be a clearance activity by demolition of an estimated 54,100 sq.ft., 2-3 story old school, that has become a blight and safety issue to the community.

PART III. COST OF PROJECT (estimate):

Indicate the total cost of the project. It is important to take into consideration the cost of engineering, if necessary, and who will perform this task. Breakdown costs by "Labor", "Material", and/or "Engineering" as applicable. The "Labor" costs **must** be based on the *Federal Prevailing Wage Rates*. A letter must be submitted by a qualified individual or firm which states the estimate of costs and must state that the cost estimate is based on paying laborers the *Federal Prevailing Wage Rates*. Also, should **actual cost** exceed estimate and amount requested, respond to how you would address this problem in the space provided.

a. Labor * \$ __165,000.00__
b. Material \$ ____ N/A ____
c. Engineering \$ ____ 4,000.00 ____
d. TOTAL COST \$ __169,000.00__ (a.+b.+c.)

If project cost exceeds original estimate, indicate how you will fund increased amount:

_____ General Fund _____

*** Labor must be based on Federal Prevailing Wage Rates. Submit letter from qualified person or firm making estimate. Letter must state cost estimate based on paying Federal Prevailing wage and time needed to complete project.**

PART IV. SOURCES OF FUNDS:

Based on the cost estimate in PART III. above, indicate the source of funds be they CDBG and otherwise. If other funds are to be utilized, indicate specifically the other source such as local funds or other State and/or Federal funding sources. If other funds are to be used, **a letter COMMITTING FUNDS from the "other" source is required**. The letter(s) of commitment must coincide with the amount noted as "Other \$" noted on the application form.

FY 2020 CDBG \$ __148,500.00__ + OTHER \$ __20,500.00__ * = TOTAL \$ __169,000.00__

* Identify source of "OTHER" funds - _____ General Fund _____
Submit **Letter of Commitment** of the "OTHER" dollars from funding source.

PART V. SPECIFICATIONS:

The preparation of technical drawing and specifications of the project is critical. You must indicate the qualified individual or firm who will be providing these items. The engineering costs must be calculated in the total cost of the project, if this service will be needed. The plans and specs must be completed in a timely manner in order to complete the project within the required time period.

Technical Specifications and/or Drawings - who will provide these items?

_____ Choice One Engineering _____

PART VI. PROJECT SCHEDULE:

Consider all aspects of the project from beginning to end - such as: construction time of year; engineering selection; plans and specs preparation; actual construction time; inspection; changes to work; site conditions; amount of required paper work; etc. When this has been considered, then fill in the number of months needed to complete the project.

Amount of time needed to complete Project: 3-6 months

PART VII. PROJECT INFORMATION:

Consider each subject noted in this PART carefully. If you think there is a possibility that a particular issue applies to the project, circle "Yes". If there are other conditions or circumstances that should be considered which may affect the project, note them in the space provided below. If you answer "No" on the application and it's discovered later that a "Yes" is applicable, the project could be delayed or possibly eliminated and determined ineligible for funding.

ARE ANY OF THE FOLLOWING RELATED TO PROJECT (circle as applicable):

A. Located in a Flood Plain -

Yes

No

D. Property acquisition needed -

Yes

No

B. Involve Historic Property -

Yes

No

E. Property currently occupied -

Yes

No

C. Easements required -

Yes

No

F. Will fees be assessed -

Yes

No

If you answered Yes to any of these, explain -

PART VIII. NATIONAL OBJECTIVE:

All projects **MUST** meet a National Objective as defined by HUD and State guidelines. If a project cannot meet either objective, it **cannot** be considered for funding. Listed below are the general objectives. You are advised to contact the Development Planner for more specific interpretation.

To qualify under "**A.**" BENEFIT LOW/MODERATE INCOME (LMI) HOUSEHOLDS, at least 51% of the households **benefitting** from the project **must** meet the income qualifications of the CDBG Program.

To qualify under "**B.**" PREVENT/ELIMINATE SLUMS OR BLIGHT, the project must aid in the prevention or elimination of slums or blight.

PROJECT MUST MEET ONE OF THESE CDBG OBJECTIVES - "A." OR "B." BELOW. Will the project:

A. BENEFIT LOW/MODERATE INCOME (LMI) HOUSEHOLDS? Yes _____ No _____

If Yes, provide the following information -

Number of Households Benefiting: * _____

Number of Households Low/Mod Income: * _____

Low/Mod Income Households (percent): * _____

* How did you obtain these numbers: (Survey, Census Data, Other)

NOTE: If you conducted an Income Survey, indicate date of survey - _____, _____.

Submit survey forms for verification.

----- **O R** -----

Cont'd - PART VIII. NATIONAL OBJECTIVE:

B. PREVENT / ELIMINATE SLUMS OR BLIGHT? Yes X No ____ (If Yes, explain below)

The building has been vacant for 20+ years. The building has become a place for graffiti, vandalism, and break-ins.

The City frequently boards up to maintain safety. Demolition will remove the blight and safety liability to the community

PART IX. MAP:

Include a map of the general area highlighting the area served by the project. For instance, if a sewer line will only serve two blocks but must be extended another 800' to make the connection to the main sewer, only the residents along the two blocks will benefit and the two block area is the "benefit area". Highlight the two block area but also show the entire length of the sewer installation.

Submit a map showing the location of the project, highlighting the area served by this project.

PART X. OTHER INFORMATION:

Self explanatory.

Will City / Village / Township employees perform work related to this project? Yes ____ No X

If Yes, will they be paid from CDBG money? Yes ____ No ____

If Yes, describe work to be performed -

PART XI. CERTIFICATION:

Type or print the name and title of the Chief Officer of the applying organization. This Chief Officer must sign and date the application.

Certification of Chief Official - I certify that the information in this application and related documents is true and correct to the best of my knowledge.

Randy Bridge, City Manager
Typed Name & Title of Chief Official

Signature of Chief Official

Date

REMINDER: Have you submitted the following items (as needed) with your application?

- *Cost estimate in a letter from qualified individual or firm.*
- *Map showing the area to be served by the project.*
- *Letter committing the "other" funds to complete project.*
- *Income verification of area being served by project.*

ALSO - Have you completed all of the sections in this application?

REMEMBER: All projects are subject to County, State, and HUD criteria. The Clark County Community and Economic Development Office is available to assist you in preparing your application. Consultation prior to the application deadline date ***is recommended.***

In order to be considered for FY 2020 competitive set-aside Neighborhood Revitalization and Downtown Revitalization Programs and the open-cycle Critical Infrastructure Program funds, this completed application as well as other documentation related to the project must be submitted no later than **April 15, 2020** to:

Ethan Harris, Development Director
Clark County Community Development Office
3130 E. Main Street, Suite 1A
Springfield, Ohio 45505

Questions concerning this form or the CDBG program requirements should be directed to the above at 937-521-2181 or e-mail your questions to eharris@clarkcountyohio.gov

- **You are required to submit an application for funding consideration.**
- **Complete a separate application for each project.**

April 22, 2020

City of New Carlisle
331 South Church Street
P.O. Box 419
New Carlisle, Ohio 45344

Attn: Randy Bridge

Dear Mr. Bridge:

Thank you for selecting American Fireworks Company to produce your fireworks.

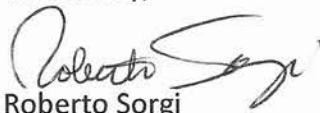
We enclose our contract in the amount of Fifteen Thousand Dollars (\$15,000.00) for a display that will be held on Saturday, June 27, 2020. Please initial on the bottom of the first page, then sign and date on bottom right of the second page.

Once we receive your signed contract, we will have our president sign and return an original executed copy to you by mail or email.

A deposit invoice is also enclosed and payment is required by May 22, 2020. **As payment is not due until then, please make sure you do not hold your signed contract until that date. Shows are only placed on our schedule when we receive the signed contract back either by email, fax or regular mail. The contract should be returned within 30 days of receipt.**

We look forward to producing this fireworks display and providing our services to you for your event. If you should have any questions, please do not hesitate to call.

Yours truly,



Roberto Sorgi

AMERICAN FIREWORKS COMPANY

Enclosures

Michigan • Ohio • Virginia • West Virginia
Headquarters – 7041 Darrow Road • P.O. Box 1447 • Hudson, Ohio 44236

Display Date(s):

June 27, 2020

CONTRACT

Show No.

S-675

THIS CONTRACT, prepared on the 22 day of April, 2020, and is by and between **AMERICAN FIREWORKS COMPANY**, Hudson, Ohio, as DISPLAY COMPANY and

CITY OF NEW CARLISLE, OHIO, as CLIENT

WITNESSETH: In consideration of the parties mutual covenants and the terms and conditions all of which are hereinafter stated in this contract, the DISPLAY COMPANY and CLIENT agree as follows:

DISPLAY COMPANY agrees to provide, deliver and display to and for the benefit of CLIENT a certain fireworks show along with operators to fire the display(s). DISPLAY COMPANY shall be responsible for any and all wages, expenses and workers compensation for any and all persons employed by DISPLAY COMPANY and will provide to the CLIENT public liability and property damage insurance in the amount of **\$10,000,000.00** combined single limit, and will add as additional insured the sponsor of the project, the property owner of the location, any property owner in the fallout zone, and any municipality where the shoot is being performed in or any municipality that requests additional insured status, same having been approved and accepted by CLIENT for providing a fireworks display service at:

DISPLAY SITE: HADDIX BALL PARK, NORTH MAIN STREET, NEW CARLISLE, OHIO

on the following date(s):

DISPLAY DATE: SATURDAY, JUNE 27, 2020

circumstances permitting. It is understood and agreed that the DISPLAY COMPANY's chief on site pyrotechnician shall make the final determination if the conditions are conducive for a safe and proper fireworks display. In the event that inclement weather or other cause beyond the control of DISPLAY COMPANY should prevent the display on the day(s) above mentioned, the display will then be held on:

RAIN DATE: ON A DATE TO BE DETERMINED WITHIN 2020

CLIENT agrees to pay DISPLAY COMPANY for said fireworks display(s) thereof, the sum of:

FIFTEEN THOUSAND DOLLARS (\$15,000.00)

This contract must be executed within thirty (30) days from date contract was prepared, listed in the first paragraph of the first page of this contract. If CLIENT does not return the signed contract within thirty (30) days of that date, this contract will be void and a new contract will need to be negotiated. CLIENT agrees to pay the deposit of **SEVEN THOUSAND FIVE HUNDRED DOLLARS (7,500.00)**, which is Fifty Percent (50%) of the total agreed price, by check made payable to AMERICAN FIREWORKS COMPANY by **May 22, 2020**. CLIENT shall pay the balance of said display(s) upon receipt of invoice after the fireworks display(s), by check made payable to AMERICAN FIREWORKS COMPANY.

CLIENT agrees to provide security to prevent spectators or other unauthorized persons in any area designated by the DISPLAY COMPANY. DISPLAY COMPANY shall provide a detailed site plan to the CLIENT and shall designate the areas where spectators and/or unauthorized persons are prohibited prior to the conducting of the fireworks display(s). The CLIENT shall also provide sufficient security protection for the fireworks and equipment owned by the DISPLAY COMPANY prior to and after the fireworks display(s). The DISPLAY COMPANY shall be responsible for an inspection of the display area and fall out zone for debris and other items related to the fireworks display. The CLIENT shall be responsible for cleanup of any and all refuse attributable to those persons at the fireworks display such as spectators, guests (whether invited or not). Additionally, CLIENT shall assume the liability and pay for any and all claims, demands, damages or any other request for reimbursement by any person, firm or entity for any damage as a result of the CLIENT's failure to provide proper security for the fireworks display site.

CLIENT shall be responsible for all permit fees and fire watch fees necessary to conduct fireworks display. DISPLAY COMPANY shall prepare and secure all permits associated with the fireworks display.

Any alteration or modification to this contract shall be in writing as agreed by the parties. Nothing in this Contract shall be construed or interpreted to mean a partnership, joint venture or employer/employee relationship between the parties hereto; each of the parties hereto being responsible for its or his separate and individual acts, debts and obligations.

It is understood and agreed that the fireworks display herein contracted for by the CLIENT is created particularly for and on account of said contract and specially produced, designed and assembled by DISPLAY COMPANY at the request of CLIENT. As a result, it is agreed to by the parties that the CLIENT may only terminate this contract by giving written notice of cancellation prior to the display date(s). In the event that the CLIENT shall provide cancellation of the contract, the CLIENT shall be responsible for THREE THOUSAND DOLLARS (\$3,000.00), which is Twenty Percent (20%) of the Contract.

This contract shall be binding upon and insure to the benefit of the parties hereto, their heirs, executors, administrators, successors and assigns. This contract is not binding if DISPLAY COMPANY is restricted in any manner due to local, state or federal regulations. The person signing this contract on behalf of the CLIENT hereby represents that they have the legal authority to bind and contract for the CLIENT. In the event that there is a breach of this contract, the DISPLAY COMPANY shall be entitled to all damages herein, including reasonable attorney fees.

IN WITNESS WHEREOF, the parties have hereunto set their hand in duplicate the day and year first written on Page One of this contract.

AMERICAN FIREWORKS COMPANY
DISPLAY COMPANY

CITY OF NEW CARLISLE, OHIO
CLIENT

NANCY J. SORGI, President

SIGNATURE OF REPRESENTATIVE/AGENT

PRINTED NAME DATE

AMERICAN**FIREWORKS**

Since 1902

City of New Carlisle
331 South Church Street
New Carlisle, Ohio 45344

Attn: Randy Bridge

New Carlisle Fireworks Displays

Clark County, Ohio

Show No:

S-790

Invoice No:

16115

Display Date:

June 27, 2020

Invoice Date:

April 22, 2020

Due Date:

May 22, 2020

TERMS: PAYMENT DUE UPON RECEIPT OF INVOICE, INTEREST RATE THEREAFTER IS 1.5% PER MONTH; TOTAL ANNUAL RATE OF INTEREST IS 18%
--

AMOUNT OF DISPLAY:

\$15,000.00

DEPOSIT REQUIRED (50%):

\$7,500.00

"Thank you for your business"

Michigan • Ohio • Virginia • West Virginia
Headquarters – 7041 Darrow Road • P.O. Box 1447 • Hudson, Ohio 44236

Phone 330-650-1776 • Fax 330-653-9030
www.americanfireworks.com

Fund Classification	Fund Name	CIP Item	Cost	Total Expenditure	% of Total	Notes
General Fund						
	City Manager	New City Building - Furniture	\$ 3,500			
		<i>City Manager Total</i>	\$ 3,500			
	Finance	New City Building - Furniture	\$ 25,000			Keeping
		Computer Replacement	\$ 7,000			Software Support \$28,000; Capital Asset Tracking \$5,000;
		New City Building - Printer	\$ 2,500			Network Server Protection \$12,000
		<i>Finance Total</i>	\$ 34,500			
	Planning	New City Building - Furniture	\$ 18,000			Reduced
		ArcGIS Software and Upgrades	\$ 2,000			Reduced ArcGIS from \$4,000 to \$2,000
		<i>Planning Total</i>	\$ 20,000			
	Parks	Shelter House Additions/Upgrades	\$ 60,000			Keeping
		Park Upgrades	\$ 4,500			Playground Equip. & Fall Protection \$15,000; Mower
		<i>Parks Total</i>	\$ 64,500			\$12,000
	Lands & Buildings	New City Building	\$ 450,000			Keeping
		New City Building - Furniture	\$ 10,000			Garage - Hand Tools \$2,500; Demo & Addition \$25,000;
		Christmas Decorations	\$ 12,000			Madison School - Asbestos Removal - \$40,000
		<i>Lands & Buildings Total</i>	\$ 472,000			
General Fund Total			\$ 594,500	\$ 2,270,252	26.19%	
Special Levy / Tax Funds						
	0.5% Police Levy	Cruiser Cams	\$ 30,000			Keeping
		<i>Police Total</i>	\$ 30,000	\$ 59,500	50.42%	Sub-Station \$12,000; Equip. Upgrades \$17,500
	Streets	Street Painting Equipment	\$ 9,000			
		Snow Plow	\$ 7,500			
		Bucket Truck	\$ 5,000			
		<i>Streets Total</i>	\$ 21,500	\$ 21,500	100%	
	EMS	First Response / Command Vehicle	\$35,000			Keeping
		<i>EMS Total</i>	\$35,000	\$ 337,000	10.39%	New Medic Purchase \$230,000; Cots \$22,000; Load Systems \$26,000; Maint. & Equip. \$24,000;
	Fire	<i>No Suggested Cuts</i>	\$ -	\$ 228,500	0.00%	Keeping
		<i>Fire Total</i>	\$ -			Gear \$30,000; Engine \$100,000; Tools & Equip. \$31,000; Flooring \$25,000; Computers \$10,000; Thermal Imaging Cam \$7,500; Roof Repairs \$25,000
Special Levy / Tax Funds Total			\$ 51,500	\$ 646,500	7.97%	
Enterprise Funds						
	Water	**Repayment to the General Fund	\$ 86,625			
		Water Main Replacement	\$ 10,000			Keeping
		New Well Field	\$ 20,000			Rehab Pump Build. \$5,000; Hydraulic Study \$20,000;
		Box Truck	\$ 12,000			Towers Controls \$5,000; Valve Replace. \$3,500; Pipe Saw
		<i>Water Total</i>	\$ 128,625	\$ 310,288	41.45%	\$4,000; Tower Main. Program \$115,288
	Wastewater	Utility Crane Truck	\$ 40,000			Keeping
		<i>Wastewater Total</i>	\$ 40,000	\$ 1,211,824	3.30%	Clarifier Replacement \$160,000
	Pool	Security System	\$ 3,000			Keeping
		Entryway Renovation	\$ 5,000			Pool Main. \$20,000; AED Defib. \$3,000; Pump & Equip.
		<i>Pool Total</i>	\$ 8,000	\$ 153,200	5.22%	\$7,000; Reduce Security from \$5,000 to \$2,000
	Cemetery	Building Repairs	\$ 25,000			Keeping
		Attachments / Accessories	\$ 7,500			Roadway Repair \$5,000; Truck \$32,000
		<i>Cemetery Total</i>	\$ 32,500	\$ 133,150	24.41%	
Enterprise Funds Total			\$ 209,125	\$ 1,808,462	11.56%	
ALL FUNDS TOTAL			\$ 855,125	\$ 4,725,214	18.10%	