

Albion Town Council
Tuesday, March 24, 2020, 6:00 pm
Albion Municipal Building
211 East Park Drive, Albion, IN, 46701

AS A RESULT OF THE WORLD HEALTH ORGANIZATION'S DECLARATION OF A GLOBAL CORONAVIRUS PANDEMIC, (aka CoVid-19) AND AS AUTHORIZED PER STATE OF INDIANA GOVERNOR ERIC HOLCOMB, VIA EXECUTIVE ORDER NO. 20-09, DATED 3/23/2020, "RELATING TO THE CONTINUITY OF OPERATIONS OF GOVERNMENT, PAGE 2, ITEM 4 (A) "OPEN DOOR LAW," THE ALBION TOWN COUNCIL HELD ITS FIRST MEETING VIA ELECTRONIC COMMUNICATION. THE MEETING WAS HELD IN CONJUNCTION WITH GOVERNOR HOLCOMB'S EXECUTIVE ORDER NO. 20-08, DATED 3/23/2020, "DIRECTIVE FOR HOOSIERS TO STAY AT HOME."

CALL TO ORDER: Town Council President Vicki Jellison called the meeting to order at 6:00 pm. The Pledge of Allegiance was recited.

ATTENDANCE: Vicki Jellison, President (Present)
Don Shultz, Vice-President (Electronically)
Darold Smolinske, Member (Electronically)
John Morr, Member (Electronically)
Chris Magnuson, Member (Electronically)

OTHERS: Carol A. Selby, Clerk-Treasurer (Present)
Tena, Woenker, Town Manager (Present)
Steve Clouse, Town Attorney (Present)
Scott Cole, Police Dept (Electronically)
Bob Amber, Fire Dept (Electronically)

APPROVAL OF MINUTES: Minutes from the Regular Meeting on March 10, 2020 were approved. Motion by Shultz, seconded by Smolinske, carried 5 Ayes, 0 Nays.

ANNOUNCEMENTS:

Addition to Agenda: Town Council President Vicki Jellison added agenda Item No. 4, under New Business, "Ratify Governor Holcomb's Orders on CoVid-19."

OPEN DISCUSSION: NONE

OLD BUSINESS: NONE

NEW BUSINESS:

1. Consideration of Quote for \$26,700 for Storm Sewer Repair on Trail Ridge Rd

Council voted to approve a quote from J.J.P. Corporation Excavating & Demolition in the amount of \$26,700 to repair a collapsed storm sewer pipe along Trail Ridge Road near Dollar General Store. Motion to approve made by Magnuson, seconded by Morr, carried 5 Ayes, 0 Nays. Town Manager Tena Woenker reported the contractor confirmed the quote was a Not-to-Exceed amount, and that the RDC approved using TIF #2 Funds (Appropriation No. 527 31100 41500) to cover the cost.

2. Coronavirus Pandemic Leave Policy

Council voted to approve the below listed Pandemic Leave Policy. Motion made by Shultz, seconded by Smolinske, carried 5 Ayes, 0 Nays. In response to questions as to whether or not the proposed policy is consistent with State and Federal mandates, Town Manager Tena Woenker explained the Town's policy explains how the Town will carry out the Federal and State mandates, and includes additional provisions to compensate employees during a "Stay At Home" order.

Pandemic Leave Policy

In event of a Pandemic declaration by the World Health Organization or public health emergency declaration by the United States or State of Indiana and the declared pandemic or if a public health emergency threatens employees of the Town of Albion, this policy is only in effect during a Pandemic declaration. The following pandemic leave policy will be effective and apply to all employees, full and part time.

I. Ordered to Stay Home

If an employee meets the conditions in one of the classes listed below, the employee will be ordered to stay home from work:

1. Employee tests positive for the underlying condition as declared in the pandemic declaration.
2. Employee either shows symptoms of the underlying condition or lives with or is regularly exposed to someone that has the underlying condition or symptom or is believed to have the underlying condition.
3. Employee has travelled to a high-risk location as determined by the CDC or has been exposed to someone that either has the underlying condition or exhibits symptoms of the underlying condition but has not tested positive.
4. **The Governor or Town Council President has issued "Stay At Home" orders as part of a declaration for community safety.**

Employee shall receive their normal compensation based on their average hours worked per week unless it is a salaried (exempt) position, then the employee shall receive their normal salary pay while on leave.

Employee leave will be determined by the Town Manager or his/her designee for employees except the Clerk-Treasurer's Office, Police Department or the Police Chief or his/her designee for Police Department employees and based on the circumstances of the occurrence with advice from a health care professional.

Employee will not be allowed to return to work until they are determined that they do not present a health risk of the underlying condition of the declared pandemic or public health emergency to other employees or officials of the Town.

II. Closing Town Facilities

If the Town facilities are ordered to be completely closed by the Town Council President, they will remain closed until the declaration is lifted and the Town facilities are ordered open by the Town Council President. Civilian employees will be instructed not to come to work, and employees shall receive their normal compensation based on their

average hours worked per week unless it is a salaried (exempt) position, then the employee shall receive their normal salary pay while on leave.

If an employee is able to continue to work remotely, the supervisor shall determine the work from home arrangement. Essential employees may be required to work during closure, either at the Town facility or remotely, as determined by their supervisor.

III. Remaining Open: High Risk Employees

If Town facilities remain open but an employee who is considered high risk because of age, compromised immune systems, or other health condition may be authorized to stay home from work. Employee shall receive their normal compensation based on their average hours worked per week unless it is a salaried (exempt) position, then the employee shall receive their normal salary pay while on leave.

If an employee is able to continue to work remotely, (or in a rotating schedule that reduces the number of employees on duty at a time), the Department Head shall determine the adjusted arrangement with approval by the Town Manager or Clerk-Treasurer (depending on the department).

Essential employees may be required to work remotely as determined by their supervisor with approval by the Town Manager or Clerk-Treasurer (depending on the department).

IV. Allocating Pandemic Leave Time

If an employee works remotely, the employee should document their time worked and then the employee's total time will be allocated appropriately to either hours worked or pandemic leave hours.

V. Pandemic Leave for Care of Child

An employee may use pandemic leave to care for a child whose school has been closed due to the pandemic or public health emergency. Parents of children who are symptomatic and who are staying at home in self quarantine may also take this leave.

VI. Expected Behavior While on Pandemic Leave

If an employee is instructed not to come to work, the employee is expected to follow the guidelines established by the CDC regarding activities and behavior to mitigate the spread of the pandemic or the cause of the public health emergency. Employees shall not go on vacation during the time of closure of the Town facilities unless the employee uses accrued vacation time.

VII. Essential Employees

Essential employees shall be determined on a case by case basis by the supervisor of the employee.

3. Acknowledgement of written Department Head Reports

Council acknowledged receipt of written reports for the Fire and Police Departments, and the Town Manager's Report. Fire Chief Bob Amber and Town Marshal Scott Cole were available via electronic communication to answer questions. Amber explained measures his department is taking to minimize first responder exposure to the CoVid-19 virus. Council members thanked Cole for serving as the town's IT Director and for all his work in setting up the electronic meeting.

4. Ratify Governor Holcomb's Orders on CoVid-19

Council took the following action on the below listed items in regards to the Coronavirus Pandemic.

- 1) Acknowledged the Town is following the Governor's Executive Orders to fight the Covid19 Virus. Under Executive Order 20-09, the Council and all Town boards/commissions will meet via teleconference until the Governor's directives are lifted or the Town Council deems it safe to conduct in-person meetings.
- 2) Voted to Designate Council President Vicki Jellison to approve claims/bills during the duration of the pandemic emergency. Motion made by Smolinske, seconded by Magnuson, carried 5 Ayes, 0 Nays. It was noted the council will officially approve those claims/bills at a future meeting.
- 3) Voted to waive late penalties and fees for utility customers in conjunction with the Governor's Executive Order 20-05, issued on March 19, 2020, which prohibits the discontinuation of water and wastewater services to any customer in the state during this time of public health emergency. Motion made by Shultz, seconded by Smolinske, carried 5 Ayes, 0 Nays. Effective for the duration of the State/Federal emergency.
- 4) Voted to abide by general future directives. Should there be other national or state orders released; the Town will continue to follow the directives contained in the government orders. Motion made by Smolinske, seconded by Magnuson, carried 5 Ayes, 0 Nays.
- 5) Voted to approve the below listed plan for the designation of essential staff and for putting non-essential employees on pandemic leave per Governor Holcomb's Executive Order No. 20-09. Motion made by Shultz, seconded by Smolinske, carried 5 Ayes, 0 Nays. It was noted if matters arise that need addressed, employees would be called in.

For the Town of Albion, the Town Manager, Clerk-Treasurer & staff, Sewer/water employees will stagger their schedules to reduce overlapping and improve social distancing. Police and Fire departments will operate as usual with some adjustments to minimize contact and exposure to the public. The Street, Park and Cemetery departments are deemed not "essential" to the safety of the public and performance of functions so they will not come in on a daily basis during the Governors' order, but will work when called during the two-week Shelter in Place order. Superintendents are on call for any emerging situations, such as a preparing for a funeral and may call in other employees for assistance.

OTHER COMMENTS:

1. Event Cancellations/Rescheduling

Council discussed the impact the pandemic and subsequent State/Federal mandated orders have on upcoming festivals, events, fundraisers, etc. Attorney Steve Clouse said the Town is obligated to honor orders about large gatherings. He recommended this year's annual Breakfast with the Easter Bunny event held at the fire station be cancelled. Likewise, council discussed the postponement, or possible cancellations of other upcoming events such as the Chain O' Lakes Festival, Town Wide Yard Sale, Spring Cleanup, Goodwill Truck, and Fundraising events held at the downtown Police Booth. Town Manager Tena Woenker, and/or designated department heads will reach out to event organizers and/or vendors to discuss the situation.

2. East Industrial Park Lift Station Pump & Control Panel Costs - \$43,683

Council members directed Woenker to contact Superintendent Terry Forker and discuss the possibility of seeking reimbursement for the upgrades from area industries.

APPROVAL OF ACCOUNTS PAYABLE & PAYROLL VOUCHERS:

After discussion, Magnuson motioned to approve Accounts Payable and Payroll Vouchers as of March 12, 2020, March 24, 2020, and March 26, 2020. Seconded by Morr, carried 5 Ayes, 0 Nays, submitted and reviewed, attested by Carol A. Selby.

ADJOURNMENT: There being no further business to be brought before council in regular session, Jellison adjourned the meeting at 6:53 pm. Motion made by Shultz, seconded by Smolinske, carried 5 Ayes, 0 Nays. The next regularly scheduled meeting is to be held on April 14, 2020 at 6:00 pm, at the Albion Municipal Building, 211 East Park Drive, Albion, IN. Should the Town continue to be under a public emergency, the meeting will be held via electronic communication.

VICKI E. JELLISON, PRESIDENT

DONALD J. SHULTZ, VICE-PRESIDENT

CHRISTINA K. MAGNUSON, MEMBER

JOHN D. MORR, MEMBER

DAROLD R. SMOLINSKE, MEMBER

ATTEST: _____
CAROL A. SELBY, CLERK-TREASURER