

A special meeting of the Board of Trustees was held on Saturday, March 14, 2020. Mayor Westcott opened the meeting at 9:38 a.m. Also present were Trustee McAvoy, Trustee Barr, Police Chief Swick, Village Coordinator Bobbitt, Building Inspector Belson, Deputy Village Clerk-Treasurer VanBuren and Clerk-Treasurer Schweigert. Deputy Mayor Conley was absent. Trustee Blumrick arrived at 9:53 a.m.

Deputy Clerk-Treasurer VanBuren advised the Board that she and Clerk Schweigert had met with Dan Botsford, from Bond, regarding changing our healthcare representation from Crown Benefits to his company. He presented a lot of cost saving information and would like to meet with the Board to give them an idea what his office can offer. Discussed. We will contact Mr. Botsford and ask him to meet with the Board in June or July.

Discussed the current COVID-19 pandemic and the possible need for a declaration of a State of Emergency. Mayor will do so only if absolutely necessary.

A reminder will be on Facebook about Village elections for March 18, 2020, with an advisement to bring own writing utensil for safety measures.

Discussed possibility of what the Village's response will be to the virus pandemic, including staggered shifts and limited access to the Clerk's office to allow employees to practice social distancing as required

Discussed the policy for dealing with COVID-19 and absences due to the virus.

A motion was made by Trustee Blumrick, and seconded by Trustee McAvoy, to adopt the following policy:

The following are some key highlights of the CDC's Guidance that the Village of Middleport shall adopt:

- Middleport shall "actively encourage" sick employees to stay home. Specifically, the Guidance states that "[e]mployees who have symptoms of acute respiratory illness are recommended to stay home and not come to work until they are free of fever (100.4° F [37.8° C] or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants)." The Guidance also recommends that Departments speak with any third party companies that provide contract or temporary employees about the importance of sick employees staying home.
- For employees who may be traveling (regardless of location), the Guidance recommends advising employees to check the CDC's Traveler's Health Notices for the latest recommendations for each country to which they will travel. Employees traveling to and from China should consult the CDC's China-specific Guidance. Employees should also be advised to check themselves for symptoms of acute respiratory illness (including fever, coughing, and difficulty breathing) before starting travel and to notify their Department Head and stay home if they display symptoms or otherwise feel sick either during or following travel.
- In the event that an employee is confirmed to have the Coronavirus, the Guidance states that employers "should inform fellow employees of their possible exposure to 2019-nCoV in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA)." The Guidance further states that "[e]mployees exposed to a co-worker with confirmed 2019-nCoV should refer to CDC guidance for how to conduct a risk assessment of their potential exposure".
- For employees who themselves have not been diagnosed with the Coronavirus but who have a family or household member who has been diagnosed, the Guidance states that such employees "should notify their Department Head and refer to CDC guidance for how to conduct a risk assessment of their potential exposure." To that end, employees who are diagnosed with the Coronavirus or who have a household member with the virus are required to notify the Town of such diagnosis to their Department Head. Department Heads shall the Supervisor's office of any diagnoses and severe illnesses in their respective departments. Confidentiality of medical information shall be maintained to the greatest extent possible taking into account the need to protect other employees and the general public.

**PLEASE NOTE THIS POLICY IS SUBJECT TO CHANGE BASED ON SITUATION**

Carried, with all present voting aye.

Discussed wages as present. Clerk Schweigert included a 2 percent increase across the board for all non-union employees. Chief Swick advised he would like a slightly higher raise for Officer F/T Bryan Warren to help ensure he stays with the Village for awhile. Department Heads were then asked to leave so the Board could discuss their wages.

The Board would like to maintain a difference of at least \$5,000 between the department head and the highest paid member of the department. In 2021-2022 budget, that difference will increase to \$7,000.

A motion was made by Trustee Blumrick, and seconded by Trustee Barr to authorize the following hourly rates and salaried wages for Village employees for the 2020-2021 budget year:

- Chief John Swick: annual salary of \$75,748. 40 plus \$1,050 longevity pay
- Sgt. Jeffrey Waters: hourly wage of \$25.72 plus \$800 longevity pay
- St. Roland Johnson: hourly wage of \$25.72 plus \$550 longevity pay
- Officer F/T Bryan Warren: hourly wage of \$23.00
- Officer P/T Miguel Rodriguez: hourly wages of \$19.38
- Officer P/T Joshua Mandaville: hourly wages of \$19.38
- Compliance Officer: annual salary of \$2,500

- Village Coordinator Bryan Bobbitt: annual salary of \$58,308.38
- WWTP Operator Gary Purser: hourly wage of \$24.27 plus \$1,050 longevity pay
- MEO Douglas Eggert: hourly wage of \$23.99 plus \$1,050 longevity pay
- WWTP Operator/DPW Maintenance Trainee Justin Adams: hourly wage of \$19.76 until reaches 3 years of employment in February 2021 when it increases to \$21.99
- Laborer Sarah Bottorff: hourly wage of \$18.10 until reaches 3 years of employment in November 2020 when it increases to \$18.83 per hour
- Cleaner Shelley Stoddard: hourly wage of \$13.26 per hour
- Clerk-Treasurer Rebecca Schweigert: annual salary of \$50,859.64 plus \$800 longevity pay
- Deputy Clerk Sarah Quackenbush: hourly wage of \$18.36
- Deputy Village Clerk-Treasurer Lisa VanBuren: hourly wage of \$18.36
- Building Inspector Brian Belson: annual salary of \$6,854.38
- Mayor and Board of Trustees annual salary will remain the same as 2019-2020 budget.

Carried, with all present voting aye.

Discussed expenditures, including the addition of \$1,552.50 to cover the wage change for Officer Warren.

A motion was made by Trustee Barr, and seconded by Trustee Blumrick, to accept the preliminary expenditures for the 2020-2021 Village budget as presented. Carried, with all present voting aye.

Discussed projected revenues. Clerk Schweigert made some adjustments to the General Fund.

A motion was made by Trustee McAvoy, and seconded by Trustee Blumrick, to accept the revenues for the 2020-2021 Village budget as presented. Carried, with all present voting aye.

A motion was made Trustee Blumrick, and seconded by Trustee McAvoy, to set the 2020-2021 tax levy at \$570,962.52, with a full value tax rate of \$9.18 and an actual tax rate of \$10.68. Carried, with all present voting aye.

A motion was made by Trustee Blumrick, and seconded by Trustee McAvoy, to adopt the preliminary 2020-201 Village budget as presented. Carried, with all present voting aye.

Discussed COVID-19 restrictions again.

A motion was made by Trustee Barr, and seconded by Trustee McAvoy, to authorize Mayor Westcott to pay sick time if an employee has no paid time off left and has to be off due to COVID-19 only. Carried, with all present voting aye.

Board was advised that a memo of understanding was necessary to change the Teamsters collective bargaining agreement to increase the amount of the deductible that employees will pay due to increases in the Blue Cross Blue Shield plant the Village has.

A motion was made by Trustee Blumrick, and seconded by Trustee Barr, to authorize the Mayor to execute the collective bargaining agreement memo of understand regarding an increase in changes to the employees' share of the deductible. Carried, with all present voting aye.

There being no other business, a motion was made by Trustee McAvoy, and seconded by Trustee Blumrick, to adjourn. Carried, with all present voting aye.

Meeting adjourned at 11:52 a.m.

Respectfully submitted,

Rebecca A. Schweigert  
Clerk-Treasurer