

March 16, 2020

The Ellettsville, Indiana, Town Council met for a Work Session on Monday, March 16, 2020 at the Ellettsville Town Hall Meeting Room located at 1150 W. Guy McCown Drive. Dan Swafford called the meeting to order at 7:15 p.m.

Roll Call: Members present were Dan Swafford, President; Scott Oldham, Vice President; Trevor Sager, Pamela Samples and William Ellis. Sandra Hash, Clerk-Treasurer; Darla Brown, Town Attorney and Mike Farmer, Town Manager and were also present.

Supervisors present: Mike Cornman and Jeff Farmer

There was a discussion on how to operate the Town under the COIVD 19 pandemic.

Mike Farmer stated the Town Hall is closed to the public. People can pay their Utility bills online, by mail or at the drop box. The supervisors will conduct business by e-mail or phone and not visit other departments in person unless necessary. Mike and Jeff have asked the road crews to consider their extracurricular activities with the thought it might complicate coming to work in the future. He has been in contact with the County following their phase two emergency plan. Police and Fire have their own plan. They have some protective gear. A McNeely tank project has been canceled for now.

There was a discussion on whether or not employees should be required to use their benefit time if required to be off due to the virus. Scott Oldham suggested we send all non-essential employees home for two weeks with pay. He feels the Town Manager should be the one to determine who is essential and non-essential.

Darla Brown instructed the Council an emergency meeting would be required to vote on how to proceed. This should include what policies are going to be implemented for the employees and when the Council will meet again.

Mike Farmer did inform Monroe County and the City of Bloomington of the meeting tonight to discuss how to proceed with the precautions needed to combat the spread of COVID-19. William Ellis remembered Monroe County deciding an emergency meeting was needed during a posted work session in the past and felt it would be appropriate for the Town to also follow that procedure.

Sandra Hash informed the Council due to the reduction of gas prices and the reduction in the work force statewide it was unknown at this time how our future income could be affected. She requested the supervisors keep purchases to a minimum. There is currently adequate cash to pay payroll and benefits for 5 months in the general fund.

The Council discussed if they should continue to meet two times a month or if they could go down to one per month.

William Ellis questioned the Town's supply of N95 mask if people are quarantined and the first responders must go into homes? Mike Cornman replied the CDC guidelines state the responding safety workers are instructed not to wear N95 mask unless they have positive responses to the questions they ask. They currently have 90 N95 face masks. There are 900 available in the county and more on order. Scott Oldham added they are instructed to mask the patient and not the responders.

William also asked if we had a plan to help people who are quarantined with medicine and food. Scott Oldham said Monroe County Health and Emergency Management are working on a plan for everyone in the County.

Mike Farmer added there will be a conference call, to discuss the precautions needed, Tuesday morning between the Bloomington and Ellettsville Chamber of Commerce, United Way and Bloomington Economic Development at 9:00 a.m. This will include the City and County. There are 19 different agencies. If anyone wants to join in, they can meet with Mike at Town Hall Tuesday morning.

It was discussed how other communities are declaring for the emergency and the guidelines presented by the State Board of Accounts.

Jeff Farmer questioned overtime for employees who were being paid, but not working. Scott Oldham replied weekend call outs would still be considered overtime. Jeff also ask if a person is currently on paid time off would that still be counted since other employees are off with pay. It was clarified if employee is out on scheduled paid time off that would remain paid time off.

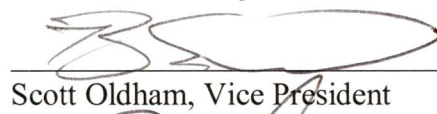
Section 36.011 of the Ellettsville Town Code designates the Town Manager to be over emergency closings.

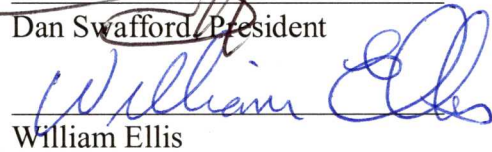
An emergency meeting was posted for 8:00 p.m. Monday, March 16, 2020.

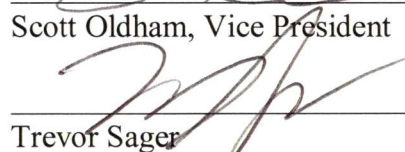
Adjournment

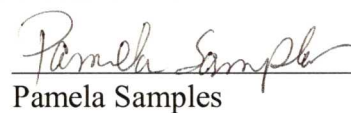
Dan Swafford entertained a motion to adjourn. Scott Oldham so moved. Pamela Samples seconded. All in favor. Motion carried. Dan Swafford adjourned the meeting at 7:57 p.m.


Dan Swafford, President


Scott Oldham, Vice President


William Ellis


Trevor Sager


Pamela Samples


Sandra C. Hash, Clerk-Treasurer, IAMC, MMC