

Due to COVID 19, The Ellettsville, Indiana, Town Council met for a virtual meeting on Tuesday, May 26, 2020 by Zoom. Dan Swafford called the meeting to order at 6:30 p.m. Mike Cornman led the Pledge of Allegiance followed with a prayer by Jimmie Durnil.

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

**Supervisors present:** Mike Cornman, Jimmie Durnil, Kevin Tolloty and Kip Headdy.

**Approval of Minutes**

Dan Swafford entertained a motion for approval of the minutes of the Zoom meeting on May 11, 2020 and Executive Session May 18, 2020. William Ellis so moved. Trevor Sager seconded. Roll call vote: Dan Swafford – yes; Scott Oldham – yes; William Ellis – yes; Trevor Sager – yes; Pamela Samples – yes. Motion carried.

**Accounts Payable Vouchers and Payroll**

Dan Swafford entertained a motion to pay Accounts Payable Vouchers and Payroll. Pamela Samples so moved. Scott Oldham seconded. Roll call vote: Dan Swafford – yes; Scott Oldham – yes; William Ellis – yes; Trevor Sager – yes; Pamela Samples - yes. Motion carried.

**Resolutions**

Resolution 14-2020 COVID 19 – Paid Time Off

**Darla Brown**, Town Attorney explained what she had put together, per discussion from the May 11, 2020 Town Council meeting, after council agreed to award a bonus of PTO (Paid Time Off) in lieu of actual pay to certain employees who have continued to work during the COVID 19 pandemic. Certain employees who continued to work their regular jobs are to receive a one-time bonus of 48 hours PTO. Part-time will receive hours based on a percentage commensurate to the number of actual hours worked per week. PTO will not expire but unused PTO will not be paid out when an employee separates from employment. Dan Swafford entertained a motion to approve Resolution 14-2020 COVID 19 – Paid Time Off. Scott Oldham so moved. Trevor Sager seconded. Roll call vote: Dan Swafford – yes; Scott Oldham – yes; William Ellis – yes; Trevor Sager – yes; Pamela Samples - yes. Motion carried.

**Ordinances on First Reading**

Ordinance 2020-19 Amendment to the 2020 Salary Ordinance 2019-22 Fixing of the Salaries for 2020

**Sandra Hash**, Clerk Treasurer explained that after starting the budget year 2020, 2 Utility employees earned certifications which adds an additional \$250.00 to their salary. Those were not accounted for in the salary ordinance, so she is requesting an adjustment to their salary to include the certification pay. She also mentioned the Department of Justice, who administers the OPO (Operation Pull Over) and DUI (Driving Under the Influence) grants, changed their policy from time paid for grant work be paid at a rate of time and a half of the lowest paid patrolman to time and a half of your own personal rate. She requested approval to revise the wordage to reflect the change.

**Supervisor Comments**

**Jimmie Durnil**, Town Marshal thanked everyone for the approval of the extra PTO hours to his employees who worked during the pandemic. He was pleased to say no one was affected by the virus.

**Kip Headdy**, Street Department Supervisor mentioned All Star Paving would begin paving work in the Arrowhead addition to hopefully be completed by the weekend weather permitting.



**Mike Farmer**, Town Manager announced all staff will be back to work full schedule by Thursday, May 28, 2020. He also mentioned the start of the McNeely tank project. A crew will be on site to paint and repair the tank as needed for approximately 5 weeks weather permitting and work will begin on the road to the future site of the new Utility Building tomorrow. Once he has a better understanding of the use of leftover funds from secondary water, he will have more of a clear path of construction, but first the road has to be cut in and stoned to begin the process and second, he has spoken with a couple of logging firms to get quotes on clearing the site.

**William Ellis** questioned Mike Farmer about re-opening Town Hall. His suggestion was leaving it closed for 2 to 4 more weeks. William Ellis and Pamela Samples feel the lobby should be opened with restrictions for cash paying customers. Sandra Hash stated the preferred method of payment is debit card and some businesses are not allowing cash handling. Payments by card can be made by phone, drop box, website or they offer automatic withdrawal. Appointments can be made for new water services and disconnects but scanning and emailing documents has been successful so far. Scott Oldham feels that because of the small size of our workforce we should allow things to settle for a little bit longer and then re-open. Leaving it closed we have control who comes in at what time and not just allowing anyone to come in off the street. Michael Farmer will prepare a report on how payment processing is working. Kevin Tolloty, Planner, has been doing some business by appointment and feels it has worked fine so far for their department. Police department reported things were working for them as well. Discussion of an in person Planning Commission meeting was agreed on for June 11<sup>th</sup>. Michael Farmer asked for opinions on having in person meetings in the large tents out back of Town Hall. William Ellis was not in favor stating the weather would play too much of a factor. CATS TV (Community Access Television Station) and any visual presentations would also be an issue. Kevin Tolloty would prefer an inside meeting and will strongly suggest social distancing and masks be worn if planning to attend. Darla Brown suggested stating the CDC, (Center for Disease Control) guidelines and any local board of Health guidelines will be observed in the meeting notice. Town Council meetings will have to be determined later after reviewing guidelines for Zoom meetings. Last date allowed for Zoom meetings is believed to be June 4, 2020 so moving forward it will be held at Town Hall as usual. Darla Brown will double check the date and let everyone know. Next Town Council meeting is June 8, 2020 before the Planning Commission meeting so guidelines and restrictions can be practiced to better prepare for their meeting. Kevin Tolloty has a plan for the layout of the meeting that he feels will work to meet guidelines. Darla Brown suggested an amendment to Resolution 11-2020 and stated as follows: Access to the Town Hall municipal buildings is restricted to Town employees and other persons deemed essential by the Town Manager, Chief of Police, Fire Chief and the Clerk Treasurer except for emergency calls and the Town Hall is closed to the public until further notice except the Planning Department by appointment only until further amended by the Town Council. Scott Oldham made a motion to amend Resolution 11-2020 as stated by Darla Brown. Trevor Sager seconded. Roll call vote: Dan Swafford – yes; Scott Oldham – yes; William Ellis – yes; Trevor Sager – yes; Pamela Samples – yes. Motion carried.

### Adjournment

William Ellis made a motion to adjourn. Scott Oldham seconded. Roll call vote: Dan Swafford – yes; Scott Oldham – yes; William Ellis – yes; Trevor Sager – yes; Pamela Samples – yes. Motion carried. Dan Swafford adjourned the meeting at 7:06 p.m.

Dan Swafford, President

Scott Oldham, Vice President

William Ellis

Trevor Sager

Pamela Samples

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