

**VILLAGE OF WALWORTH
SPECIAL VILLAGE BOARD**

Monday, March 23, 2020 at 4:00 p.m.
Village Hall, 227 N. Main St., Walworth, WI

MINUTES

Call to Order: President Connelly called the virtual meeting to order at 4:00 p.m.

Roll Call: Present: President Tom Connelly, Trustees Louise Czaja, Pat McMahon, Kristi Reiersen, Randy Maynard, Dan Mizialko. Also Present: Chief Ryan Milligan, Clerk Treasurer Sabrina Waswo, Fire/Rescue Chief Dave Austin, DPW Tim Boss, Municipal Judge Pat Hubertz.

Testing Virtual Meeting

a. Rules of Order Adapted for Virtual Meetings

President Connelly noted we are conducting this meeting virtually to reduce social spread and social transmission of COVID-19. Rules of order are the same.

Discussion/Action/Update related to Village Operations during COVID-19 outbreak including but not limited to:

Status Update on COVID-19 in Walworth County

There are 3 cases in Walworth County, and they have identified community spread. President Connelly has put together an email with a lot of different resources. He noted HR 6201 relates to employees and requires the village to give 2 weeks paid leave for any employee carrying for someone with COVID-19.

Village Office Hours / Public & Internal Access / Village Hall Staffing

The office hours were changed last week to reduce public access and person to person contact. Any business should be conducted through the window. DPW Boss noted that other Public Works Departments are splitting their staff in half. With a smaller staff, he feels they should do split shifts. Police Chief Milligan stated they are responding to calls differently and have changed procedures. They are limiting face to face contact and doing as much over the phone. Any emergency calls will still be handled the same. Chief Austin stated fire and rescue will still have to respond as a group. They do have a protocol in place if there is a suspected condition for a patient where they are limiting their staff to 2 to 3 personnel. Fire is business as usual due to the nature of the call.

HR 6201 Changes to FMLA

CT Waswo was concerned about pay for split staffing as HR 6201 will not cover the expense if the employee is not sick or taking care of someone that is sick. The scenarios that would be reimbursed by the federal government are self-quarantining to take care of a family member with the virus, been in contact with someone who is sick, or the employee is sick. Staying home as a precautionary measure would not be reimbursed. CT Waswo stated the board would have to decide if they are going to pay employees to stay home for split shift staffing. President Connelly replied the County indicated employees would have to use PTO or unpaid time if they are going to self-quarantine. He feels we should follow up with Boardman and Clark for clarification.

Travel Restrictions for all Staff

President Connelly read Governor Evers statement noting he will be issuing a safer at home order tomorrow. The county is suggesting anyone traveling outside the county would be subject to a mandatory 14 day self-quarantine when they return. Any mandatory self-quarantine because the employee made the decision to travel will require the employee to use their PTO bank. CT Waswo feels this is too limiting as we have several employees who live outside the county. Connelly noted it makes more sense to restrict travel for anyone who is traveling outside of the state.

Committee / Commission / Board Meetings

President Connelly would like to continue having virtual board meetings. The consensus was to cancel any nonessential committee and commission meetings until further notice. Trustee Czaja suggested conducting a Committee of the Whole virtually prior to any board meeting.

Municipal Court

Judge Hubertz stated the next court dates are at the end of May. He will reassess the situation the end of April.

Elections / Voting

The election is still on. CT Waswo will be conducting training for 5 new election inspectors. She, nor any elected official, can stop the election. She can limit office hours for in-person absentee voting.

Emergency Declaration / Resolution

President Connelly does not feel it is necessary to declare an emergency as we are covered by federal and state declarations. The county has also declared an emergency. Trustee Czaja was concerned if the village would lose out on any state or federal reimbursements if we do not declare an emergency. Connelly felt this would create more of a panic and reiterated FMLA leave would be covered under HR 6201. Connelly stated unless it is absolutely necessary, no trustees, department heads or employees should be in village hall. Trustee McMahan agreed.

Czaja/Reierson motion to refer the Public Works situation with hours and personnel to Boardman and Clark to give us an idea of what kind of policy we should establish to cover the needs of the Utility Department. Chief Austin has been questioned by a couple members if they will be covered by workman's comp if they are in contact with someone known to have the virus during the scope of their work. He questioned how or if they would be covered; would they be responsible to use their sick time from their primary employer. Connelly noted in that situation, they would be covered under HR 6201 with 14 days off, paid for by the federal government. CT Waswo pointed out under the Families First Act health care workers and emergency responders are eligible for paid sick leave and paid family leave under this bill. Connelly will discuss with Boardman and Clark. Unanimously carried.

President Connelly will contact Claire Silverman from the League about holding virtual Plan Commission Public Hearings.

Adjournment

Mizialko/Maynard motion to adjourn at 4:48 p.m. Unanimously carried.

Sabrina Waswo, Clerk Treasurer