

**FRANKLIN TOWNSHIP, YORK COUNTY  
BOARD OF SUPERVISORS  
SPECIAL MEETING MINUTES  
April 29, 2020 7:00 PM**

**ROLL CALL**

**PRESENT:**

Vice Chairman Kevin Cummings  
Supervisor Naomi Decker  
Supervisor Mark Wenrich  
Supervisor Brian Galbraith

Supervisor David Buckwash  
Solicitor Bret Shaffer  
Treasurer/Asst. Sec. Pamela Williams

**ABSENT:**

**CALL TO ORDER:**

The April 29, 2020 BOS Special Meeting was called to order at 7:03 PM by Chairman Kevin Cummings. The meeting was held via a Zoom meeting. There were no visitors listed as in attendance on the Zoom meeting.

**PLEDGE OF ALLEGIANCE AND PRAYER**

The Pledge of allegiance was led by Chairman Kevin Cummings.

**REOPENING OF TOWNSHIP OFFICE FOR EMPLOYEES**

Chairman Kevin Cummings began the meeting by stating he would like to address the reopening of the township to the employees and to have the full-time employees (Secretary, Roadmaster and Road Crew) back to working a forty-hour work week. He said that there shouldn't be a problem with social distancing as far as there being enough space. The Treasurer & Secretary have separate offices and there is plenty of space between the offices as well. Kevin said there should also be enough space for the road crew to social distance with the work tasks they perform. The Board of Supervisors (BOS) wants the employees to feel comfortable and safe returning to work. Kevin also stated he didn't think it was fair that the Treasurer was still working for her pay, but the other full-time employees were still being paid while not working. Supervisor Dave Buckwash asked if when the working hours were reduced, was it by motion. Bret said there was a motion and it was ratified at the next meeting.

Bret asked the BOS what PPE was going to be provided or expected to be utilized by the employees. Kevin responded by saying that he thought there was enough hand sanitizer and disinfectant wipes. Kevin also said that Laurin has masks and gloves. The expectation when the employees come back to the office is that the road crew would only have to wear masks if they're in the vehicles together. They have enough space in the garage to social distance.

Kevin asked Pam what her thoughts were about PPE and feeling safe when all employees return to the office. Pam said she has been wiping down everything she utilizes and spraying each time she works. Kevin said he wants the employees comfortable with coming to work and feeling safe. She said if the new Secretary and herself are in closer proximity such as while training, they probably would want to wear masks. Pam said the only thing they might need more of is hand sanitizer; she will get some. Kevin suggested that Pam ask Laurin for one box of masks for the road crew and a box for the office.

For public access to the office, Kevin said he wouldn't mind and would like for the public to only access things through the window in the vestibule. He said possibly there could be a cardboard drop box on the other side of the window where the public could drop things in, and the office staff

could retrieve them. He said it would be a way of cycling things through. Pam said it has worked out well as far as keeping the office closed to the public and accepting/giving paperwork, checks, etc. by appointment only or by utilizing the gray mailbox attached to the building. Pam said when Janelle and Wilbur have come in, they were wearing masks. Supervisor Mark Wenrich said the virus can live on surfaces for seven days. Supervisor Naomi Decker asked Pam how she would prefer it be done. Pam said at this point, there is no way to slide anything through the window. It would still have to be opened at least a few inches to accept something or hand it through the window. Pam said she thought since all employees will now be in the office and especially with having to train a new employee, it may be best to keep it the way it is for now. That would limit closer proximity to just between employees. Kevin asked if Eric and Bob had been able to get their drug testing completed and Pam said they had.

**A motion was made** by Chairman Kevin Cummings to have township employees return to their normal working hours with the township office being closed to the public and with business conducted by appointment only. Township employees would also have to practice social distancing and wear masks when together in the office or in close quarters.

**Second** by Supervisor Dave Buckwash

**Discussion**-None

**The motion passed.**

The return to work will be on May 4, 2020. Supervisor Wenrich will notify the Roadmaster.

#### **OUT OF CLASS PAY**

Previously, Bret had asked Pam for a spreadsheet of hours worked since Secretary Adams resigned through the time that Pam began training the new Secretary. Pam reported that she had worked 464 hours and 45 minutes regular time and 23 hours and 10 minutes overtime. 23 hours and 10 minutes times one and a half added to the regular hours was estimated to be 500 hours that Pam was paid for during this time. The BOS had requested that Bret look into Out of Class pay for Pam at an additional \$3.00 per hour for the 500 hours.

A motion was made by Chairman Kevin Cummings to pay Pam an additional \$4.00 per hour for those 500 hours worked at the pre-tax amount for the time specified from December 9, 2019 through March 29, 2020.

**Second** by Supervisor Wenrich

**Discussion**-None

**The motion carried.**

Kevin announced that an Executive Session was held from 6:15 to 7:00a to discuss personnel issues and no decision was made.

**A motion was made by** Vice Chairman Cummings to adjourn the meeting at 7:30 PM

**Second** Supervisor Buckwash

**Discussion:** No discussion was held.

**The motion carried.**

Respectfully submitted,

Pamela Williams, Asst. Secretary