

A Special Meeting of the Board of Trustees of the Village of Albion was held Thursday, March 19, 2020 at 7:00 PM, at the Village Hall, 35 East Bank Street, Albion, New York.

Present were Mayor Eileen S Banker, Trustees Gary Katsanis, Stan Farone, Mattea Navarra and Pete Sidari (by phone).

Mayor Banker opened the meeting with the pledge of allegiance at 7:00 PM.

APPROVED WORKFORCE REDUCTION

Moved by Trustee Katsanis and seconded by Navarra approving the following guidelines for reducing the Village workforce:

1. Village of Albion Declared a state of Emergency following the Town, County, State and Federal Declarations
2. Upon that decision we have decided to cut our staff in half as much as we possibly can to help flatten the curve of the corona virus. Our employees are all essential employees by definition because none of you can do your jobs working from home. These are unprecedented times, but we want to make sure our employees are safe. The executive order by the Governor states
 - a. Any local government or political subdivision shall, effective March 17, 2020, allow non-essential personnel as determined by the local government, to be able to work from home or take leave without charging accruals, except for those personnel essential to the locality's response to the COVID-19 emergency. Such non-essential personnel shall total no less than fifty-percent (50%) of the total number of employees across the entire workforce of such local government or political subdivision.
3. With that being said your department head will have your schedule for the next 2 weeks. You will be split into teams. Please keep in mind this is something that can change daily-this could all end in a week and we will be all asked to go back to our normal routine.
4. While you are home-you will be considered on call-meaning you could get called back anytime during your work hours for emergencies. You will be required to report back to work with-in an hour of the call, if you do not come in-you will be docked from your accruals because this is now considered your time. Keep in mind-this is NOT Vacation time-you are NOT to be doing outside work on our time-if it comes back to the board that you are and are not adhering to the purpose of being home-social distancing -staying home- helping to flatten the curve of the virus-you will be asked to come back to work. Please mark your time not worked with the code of COVID-19.
5. If you are called into work for any emergencies after hours or on the weekend during your Covid-19 on call hours week -you will not be paid overtime. If you are the team that is working and you get called in -you will be paid overtime.
6. Again we could set this all up for 2 weeks and it may end after the first week-then you will all be required to go back to your normal schedule.
7. Please let your Department Head know as soon as possible if you become ill.

CARRIED

5 Ayes

0 Nays

Trustee Sidari hung up.

MEETING ADJOURNED

Moved by Trustee Farone and second by Trustee Navarra that there being no further business, meeting is hereby adjourned at 7:41 PM.

CARRIED

4 Ayes

0 Nays

Respectfully submitted,

Linda K Babcock
Clerk-Treasurer