

**Springfield Township
Park & Recreation Commission Special Meeting
Friday, April 3, 2020
VIA PHONE/VIDEO CONFERENCE**

I. CALL TO ORDER

The April 3, 2020 Special Meeting of the Springfield Township Parks and Recreation Commission was called to order at 11:04 a.m. by Chairperson Bower.

II. ROLL CALL

Commissioners Present:

Diane Baker
Roger Bower
Anne Loncar
Dennis Omell
Rich Parke
Angela Spicer
Jean Vallad

Staff Present:

Sarah Richmond

Others Present:

Chris Benedict, IT Administrator
Laura Moreau, Clerk

III. Establish Standards for Holding Public Meetings via Phone/Video Conference Pursuant to Executive Order No. 2020 – 15 or to Postpone Meetings

a.) April 14 – Regular Park Commission Meeting

Director Richmond suggested that at this time it would be appropriate to plan on holding the April 14th Park Commission meeting via phone/video conference and she urged the Commission to make a motion to hold the meeting remotely.

Commissioner Baker moved to hold the Regular Park Commission meeting on April 14, 2020 remotely. Supported by Commissioner Spicer. Roll Call Vote: Yes: Baker, Bower, Loncar, Omell, Parke, Spicer, Vallad. No: None. Absent: None. Motion passes.

b.) April 14 – Joint Meeting of Township Board and Park Commission

Director Richmond stated that the Township Board moved to postpone this meeting to a future date when it is safe and appropriate to hold the meeting and she is asking for the same motion to be made by the Commission.

Commissioner Vallad moved to postpone the Joint Meeting of the Township Board and Park Commission to a future date when it is safe and appropriate to hold the meeting. Supported by Commissioner Baker. Roll Call Vote: Yes: Baker, Bower, Loncar, Omell, Parke, Spicer, Vallad. No: None. Absent: None. Motion passes.

IV. Determine Continuation of Wages During Governor's Stay-at-Home Order and any Federal, State or County Extension

Director Richmond stated that the Township Board took action to continue all part-time and full-time salaries and wages until April 15, 2020. This item would be discussed further at the Regular Township Board meeting on April 9, 2020. She is recommending that the Commission take action to continue all wages and salaries for Parks employees through April 15, 2020 and it will be discussed further at the normal Park Commission meeting on April 14, 2020.

Commissioner Vallad moved to continue wages and salaries as scheduled for all full-time and part-time Parks and Recreation employees until April 15, 2020. Supported by Commissioner Baker.

Director Richmond stated that Commissioner Parke had emailed her with several human resource questions regarding payment for staff. Director Richmond stated that she had emailed Steve Williams of EctoHR, the Township's human resource consultant.

Director Richmond commented that if the Township employees were being paid, they could not also apply for unemployment benefits. Her recommendation is to pay 100% of wages and salaries during this time period as was recommended by EctoHR, the Township's human resources consultant. She stated that currently, employees are not working their normal hours. Commissioner Parke had asked since staff is not working their normal hours if it would be possible to bank those hours for the future when staff may need to work overtime hours to complete tasks in the parks. Director Richmond stated that per EctoHR it is not possible to bank hours now to use when the situation is resolved.

Commissioner Parke stated that much of the work not being done currently, like maintenance, must be done when the situation is resolved. His concern is that with things shut down, they are losing revenues in user fees, etc. He commented that when things return to normal, the employees are going to be working many hours to get all items accomplished that are not able to be done now and they will be accruing a lot of comp time. Those overtime hours are not in the budget and they will be getting hit twice. He stated that if unemployment is available for Parks employees and they get laid off, later when they hire them back, they will have dollars in the budget to pay them for all hours worked. He doesn't know how long this will go but if it is a month or two, that is a significant hit to the wages and salaries budget for this year. He doesn't want the employees to be without a paycheck but wonders if carrying them on the Township's payroll is the best long-term solution.

Director Richmond stated that she, along with other Township Department Heads, had a lengthy phone meeting with Steve Williams, EctoHR consultant on Wednesday, April 1, 2020 at which time they discussed the possibility of unemployment benefits for Township employees. This item will be discussed further at the regular Township Board meeting on April 9, 2020. She added that she did meet with maintenance staff to determine what tasks they can do now so they are not so far behind when the situation resolves. If the maintenance staff were on unemployment, they would not be able to complete these tasks currently. She added that when the situation resolves, there will be a lot of makeup work, but they will not be paying these hours outright, the staff would be collecting comp time. They also will be able to bring on seasonal staff quickly when the situation resolves so they can get the work done quickly.

Commissioner Parked thanked Director Richmond for her answers and stated that he is now satisfied.

Commissioner Baker asked if the hours being worked currently are being tracked.

Director Richmond provided details about the employees' checking in procedure.

Commissioner Baker suggested that if this were to go on longer than a month, perhaps if the employee is doing 50% of their workload, then they are paid 50% of their wages.

Director Richmond answered that they did discuss this option during the April 1st phone meeting, and it is called work share unemployment. They are looking into this option further, but the HR Consultant said that this is not the best option for either the Township or the employees. The expectation currently is that employees are on the ready and can respond to any situation or emergency at any time. If that employee was on the workshare unemployment, there is a chance that they have already reached their percentage worked and could not respond if needed. She added that they will discuss this option further. She provided details about work hours and time that are currently being done by the employees. She stated that they are trying to utilize this down time in the best way possible.

Commissioner Vallad commented that the Commission has done a good job saving money with Director Richmond's guidance over the last five years and they have a nice cushion in the Prior Year Fund.

Roll Call Vote: Yes: Baker, Bower, Loncar, Omell, Parke, Spicer, Vallad. No: None. Absent: None. Motion passes.

V. Other Items Unanimously Agreed Upon

None

VI. Public Comment

Director Richmond commented on the increased signage put up regarding social distancing and the changes made to the basketball courts to encourage the social distancing.

Commissioner Baker asked if there were any visual items that they could put on the basketball court to show the six-foot requirement.

Commissioner Parke suggested that they just take the rims down.

Director Richmond explained the modifications that have been made at the basketball courts to try and make sure the social distancing is adhered to.

Commissioner Baker commented that the six-foot reminder that she was suggesting was also about educating the public.

Chairperson Bower, Commissioner Omell and Commissioner Baker thanked the Parks and Recreation staff and urged everyone to stay home and stay safe.

Commissioner Parke concurred with Commissioner Vallad's comment about the Prior Year Funds.

VII. Adjournment

Commissioner Vallad moved to adjourn the Special Parks Meeting at 11:30 AM. Supported by Commissioner Omell. Roll Call Vote: Yes: Baker, Bower, Loncar, Omell, Parke, Spicer, Vallad. No: None. Absent: None. Motion passes.