



Call to Order: Supervisor Walls called the March 14, 2020 Special Meeting of the Springfield Township Board to order at 1:00 p.m. at the Springfield Township Civic Center, 12000 Davisburg Rd., Davisburg, MI 48350.

Roll Call:

Board Members Present

Collin W. Walls	Township Supervisor
Laura Moreau	Township Clerk
Jamie Dubre	Township Treasurer
Marc Cooper	Township Trustee
David Hopper	Township Trustee
Judy Hensler	Township Trustee
Dennis Vallad	Township Trustee

Board Members Absent

None

Others present:

Mike Forst, Property Manager
Mike Losey, Natural Resources Manager
J. David Feichtner, Fire Chief
Ryan Hart, Lieutenant, Fire Department
Chris Benedict, IT Administrator
Sarah Richmond, Parks and Recreation Director
Jean Vallad, Parks Commissioner
Matt Strickland, Captain, Fire Department
Cory Hayward, Fire Fighter

New Business:

1. State of Emergency Declaration – COVID-19
 - a. Discuss guidance from Oakland County and recommendations from Safety Committee
 - b. Consider building closures and other measures to protect the public and staff
 - c. Establish plan to continue essential services

Supervisor Walls stated that the Safety Committee had scheduled a meeting on Friday, March 13, 2020 and there was a simultaneous meeting scheduled by Oakland County Executive's Office. At this meeting, Mr. Coulter announced a State of Emergency.



Chief Feichtner summarized the results of Oakland County's virtual meeting on Friday, March 13, 2020. Mr. Coulter declared a State of Emergency and a Health Emergency as well.

Mr. Forst stated that it was mentioned that the Corona virus could live on surfaces for up to 72 hours and since it is airborne, it can remain in the air for several hours.

Ms. Vallad asked if you are exposed, what is the average time for the onset.

Supervisor Walls stated that the recommendation is that if you are exposed, that you self-quarantine for 14 days or until there is verification that you were not exposed.

Clerk Moreau commented on a recent possible exposure by an election worker. However, in this case the election worker was not displaying any symptoms on election day and still has no symptoms. Oakland County Infectious Disease indicated this is not a potential exposure and there is nothing to report

Mr. Forst stated that there is an Oakland County hotline and a nurse hotline as well.

Supervisor Walls stated that the Safety Committee is meeting again at 10:00 am on Monday, March 16, 2020.

Supervisor Walls stated that the Civic Center will completely shut down when they are unable to completely clean and sanitize the building.

Meeting members commented on the lack of supplies available.

Supervisor Walls commented that the release of excess supplies to other groups is something that is allowed in the Springfield Emergency Operations Plan without additional Board authority.

Trustee Cooper asked how much cleaning supplies are available.

Supervisor Walls answered that he doesn't know.

Mr. Forst replied that they normally maintain a month's supply in the building. They depend on the janitorial service company.

Supervisor Walls stated that many of the Safety Committee concerns relate to staff. The 14 day quarantine time period has already been determined. He questioned if they should reduce staff to those that are essential only as determined by Department Heads.



He asked the Board members if they should determine who was essential. He asked the Board members if they should close immediately. He doesn't think that they should. The Safety Committee agreed that the least essential is the Library and the Parks and they may decide to close.

Trustee Hensler commented that they should give serious consideration to closing, sooner rather than later. This is based on the ability of the cleaning company to adequately clean and sanitize the building and the idea of using all of their supplies when they could be used better elsewhere.

Clerk Moreau stated that if the Township is at a point of considering when we will no longer be able to keep the building clean and sanitized, she would agree with Trustee Hensler. At this point the decision has been made for us through the State of Emergency. It would not be prudent to stay open and use supplies and risk exposure for the one or two people that may filter in. She suggested that they should be closed to the public on Monday, March 16th.

Captain Strickland commented that a lot of business can be conducted over the phone and they don't need to have people accessing the building.

Clerk Moreau commented on the fact that tax collection and the election are over. To have signs on the door asking people not to enter if they are sick means we have to rely on people to self-report and understand the severity of the situation.

Ms. Vallad agreed with Clerk Moreau and closing the building to the public is the smart thing to do.

Mr. Forst commented on activity at the Troy Public Library with a patron.

Supervisor Walls stated that Mr. Benedict has already set up the website so that information is there, and the public is encouraged to communicate by phone or email and to leave things in the dropbox. He stated that any public announcement will be put on the website.

Mr. Benedict commented on the text email alert system that is set up on the website. The emergency category has the most followers and he suggested that they use this category.

Trustee Hensler commented that it is important to be proactive.

Trustee Hopper agreed.



Trustee Vallad agreed with partial shutdown and eliminating hours and shutting down to the public. He suggested working from home and using phones and email.

Mr. Forst commented on the length of the proposed shutdown as compared to shutdowns in China and testing demand.

Captain Strickland commented on the testing required.

Treasurer Dubre stated that it would be more confusing to be open only on certain days. If they are going to close, then they need to close all days.

Clerk Moreau stated that she has already started working on a calendar and when essential services would need to get done. There needs to be certain days that staff is in the building and they can coordinate that with other departments.

Treasurer Dubre commented on services that the Treasurer's Department is currently providing. Many of the information can be done via email and phones. She has been in contact with Oakland County regarding settlement of taxes and they are going to work with the Township. Many of these activities are done electronically anyway.

Trustee Hopper agreed that the building should be closed to the public.

Clerk Moreau stated that she spoke to her staff about the essential duties coming up in her department and she summarized those. She suggested that at least two of her staff will be in the building at any time. She suggested that they should hold the mail also and figure out who will pick up the mail on a regular basis. She suggested that every department head determine what days and times they need to be here and schedule that.

Chief Feichtner suggested that the mail get left with the Fire Department since they are always there.

Clerk Moreau agreed that all mail could go to Station 2.

Trustee Hopper asked if the mail should be quarantined.

Meeting members suggested different ways to sanitize mail and the need to do that.

Meeting members commented on cleaning the building in relation to what staff is present.



Trustee Cooper suggested that they serve the public by setting appointments like the Secretary of State is doing.

Supervisor Walls stated that he doesn't disagree but right now they need to deal with tomorrow.

Trustee Cooper stated that they need to have a way to service the public.

Meeting members discussed the public need and if they could address those needs via phone and email.

Supervisor Walls stated that the only department that might be an issue is the Building Department and they have already made accommodations to work from home. Supervisor Walls suggested that they use the Building/Parks lobby for plan drop off.

Mr. Forst expressed his concerns about leaving the vestibule open.

Meeting members decided that this area would be appropriate to use for drop off.

Meeting members agreed that the building would be closed to the public effective Monday, March 16, 2020 and through April 5, 2020.

Meeting members discussed staff requirements effective Monday, March 16, 2020. They decided that all staff should report on Monday, so they could meet with their individual departments.

Clerk Moreau stated that the reduction of hours might mean that they will have to have another Township Board meeting.

Supervisor Walls stated that it will be up to department heads to determine essential employees, who is going to work from home, etc.

Meeting members agreed.

Supervisor Walls commented on payment for personal leave of absence as established in the Handbook. His opinion is that since it is not optional or voluntary, the employees should be paid as usual through April 5, 2020.

Meeting members agreed.



Treasurer Dubre asked if essential employees that need to come in will utilize comp time for their time.

Clerk Moreau stated that they were going to spread out and share that responsibility and this is part of the expectation with the continuation of salary. She does not want to get in a situation where they are accruing comp time on top of regular pay.

Treasurer Dubre agreed with everyone pitching in and sharing duties, but she wanted to have the conversation, so they are all doing the same thing.

Supervisor Walls agreed with Clerk Moreau. There will need to be a Board meeting before the regular April meeting. The Safety Committee will be meeting on a regular basis.

Clerk Moreau asked if the State of Emergency had an end date.

Meeting members answered no and they commented on the end date of April 5, 2020.

Board members agreed on salary continuation through April 5, 2020 and the Board would re-evaluate.

Trustee Hensler moved to continue regular hourly wages as scheduled and salaries as normal up to and including April 5, 2020 and on April 6, 2020, other decisions will be made depending on the circumstances. Supported by Trustee Hopper. Vote: Yes: Cooper, Dubre, Hensler, Hopper, Moreau, Vallad and Walls; No: None. Motion passed.

Treasurer Dubre moved effective March 16, 2020, that the Township building is closed to all outside public until April 5, 2020 and staff will be in on March 16, 2020 to discuss the procedures to providing essential services during the period of closing. Supported by Trustee Vallad. Vote: Yes: Cooper, Dubre, Hensler, Hopper, Moreau, Vallad and Walls; No: None. Motion passed.

Meeting members agreed that essential contracting services would continue.

Clerk Moreau moved to authorize the Supervisor and the Property Manager to coordinate with consultants and contractors as required to continue with safety measures or support of other essential services as required during the closure. Supported by Trustee Cooper. . Vote: Yes: Cooper, Dubre, Hensler, Hopper, Moreau, Vallad and Walls; No: None. Motion passed.

Meeting members agreed that the 14 day quarantine time period is in effect.



Meeting members discussed the quarantine required for exposure.

Clerk Moreau asked if there was going to be a staff meeting on Monday.

Supervisor Walls confirmed that the Safety Committee is meeting at 10:00 am on Monday, March 16, 2020.

Meeting members discussed having specific department meetings and having the staff come in at normal time on Monday, March 16, 2020.

Supervisor Walls commented on the Safety Committee's agenda on Monday.

Mr. Forst stated that the building cleaning etc. would be based on decisions that the department heads will make regarding their own staff. They will also determine how they want the phones set up.

Mr. Benedict commented on staff that he currently has set up to work from home through remoting in.

Supervisor Walls reiterated that department heads will determine essential services by department. He commented on Workman's Comp covering an employee who got exposed at work. He assumes so if it could be proven. The Family Medical Leave Act would kick in and would cover up to twelve weeks unpaid and after twelve weeks, they would need to offer comparable employment if it is available.

Trustee Vallad asked about communication to the trustees.

Clerk Moreau supported having a status update on a weekly basis.

Supervisor Walls commented that this would be a good idea.

Supervisor Walls commented that the Planning Commission meeting and Zoning Board of Appeals meetings in March will be held.

Clerk Moreau commented that they should have additional signage and blocking access to the upper level will be helpful. She indicated that the filing and petition deadlines and election dates are being maintained, as of now.



2. Public Comment

Chief Feichtner thanked and recognized Mr. Benedict for all of his work.

Adjourned: 2:27 p.m.

Collin W. Walls, Supervisor

Laura Moreau, Clerk