

DATE: MARCH 17, 2020

LOCATION: VILLAGE TOWN HALL 151 MAPLE AVE. SARDINIA, OHIO

TIME START: 6:00 PM

**ATTENDANCE LOG**

JUANITA WATSON – COUNCIL	JOHN HUDEPOHL - COUNCIL	SETH COOPER – COUNCIL
TINA TOWNES – COUNCIL	ART HOOVLER - COUNCIL	BILL NORTH - COUNCIL
TIM MOCK – VILLAGE ADMIN.	KAREN MILLER – FISCAL OFFICER	THOMAS MAYES - SOLICITOR

**MEETING PURPOSE: SETTING THE GUIDELINES OF THE VILLAGE OPERATIONS DURING THE NATIONAL EMERGENCY DUE TO THE CORONAVIRUS**

AGENDA	ACTIONS
OPEN MEETING	
ROLL CALL	
<u>OFFICE PROCEDURES</u>	CLOSE DOWN THE BUILDING – CUSTOMERS WILL NEED TO USE THE DROP BOX OR MAIL FOR THEIR PAYMENTS
<u>UTILITY PROCEDURES</u>	WAIVE LATE PENALTIES AND SHUTOFFS – SET TIME LINE ALLOWING PAYMENT ARRANGEMENTS FOR CUSTOMERS DUE TO HARDSHIPS BY JOB LOSS, ETC.
<u>VILLAGE OPERATIONS</u>	ABSOLUTELY NO SPENDING UNLESS NEEDED NO COMMITTEE MEETINGS UNTIL FURTHER NOTICE UNLESS SOMETHING MAJOR NEEDS TO BE DISCUSSED. HOLD OFF ON HIRING NEW EMPLOYEE FOR TIME BEING
	EMPLOYEES HAVE BEEN INFORMED TO LIMIT CONTACT WITH THE PUBLIC AND HAVE BEEN PROVIDED WITH SANITIZER AND CLOROX WIPES. IF THEY BECOME ILL, THEY ARE NOT TO WORRY ABOUT THEIR JOBS – THEY WILL BE PAID.
<u>POLICE DEPARTMENT</u>	WILL ASK FOR PEOPLE TO CALL IN ANY REPORTS USE OF PROTECTIVE GEAR (MASKS, GLOVES, ETC) WHEN DEALING WITH A TRAFFIC STOP, ETC.