

**MINUTES OF THE SPECIAL BOARD MEETING  
MARCH 23, 2020 AT THE MINONG TOWN HALL  
DISCUSSION AND/OR ACTION CAN BE TAKEN ON ALL AGENDA ITEMS**

NOTICE: IF SOMEONE WITH A DISABILITY REQUIRES THAT THE MEETING BE ACCESSIBLE OR THAT MATERIALS AT THE MEETING BE IN AN ACCESSIBLE FORMAT, CALL THE CLERK'S OFFICE AT LEAST 48 HOURS IN ADVANCE TO REQUEST ADEQUATE ACCOMMODATIONS.

**VERIFY LEGAL**

**POSTING**

**NOTICE:** Clerk verified.

**CALL TO**

**ORDER:** Meeting was called to order by Harold Smith at 9:00 AM.

**ROLL CALL:** Jim Smith, Linda Featherly, Roger Wojt, Chuck Warner, Harold Smith, & Susan Conaway, Clerk/Treasurer

**NEW**

**BUSINESS:** **ANNUAL MEETING-** Chairman Smith updated that the Annual meeting will go on as planned and we will only be able to allow 10 people total to attend. Featherly updated that she will not be able to attend as she has County Board that night.

**SOCIAL DISTANCING IN THE WORK PLACE-** Long discussion on what to do with the office staff as they are far closer than the 6 feet with the work space set up and use the same equipment. (copier, fax, shredder, safe and service window to help residents) H Smith stated that there is plenty of cemetery work that could be worked on. Motion by Warner, 2nd by J. Smith to approve deputy clerk to work from home. All in favor. Motion carried. Susan to make arrangements to get laptop, flash drive and cemetery information to deputy clerk. L Featherly & J Smith in favor of 1 road crew worker at the shop per week and that the employees rotate each week. Long discussion on how to proceed over at the shop and safety of road crew. Board decided that all 3 employees would remain at shop, (Featherly not in favor of this) and Susan is to make a sign effective immediately that no more visitors are allowed at the shop and the doors are to be locked at all times. Also one 1 employee per piece of equipment, including pick-up truck until further notice.

**ELECTIONS -** Susan updated, at this time we will still be having election. Susan has purchased gloves, pens and hand sanitizer for election day. Working on trying to get masks for the election workers and more sanitizing wipes. The plan is to promote curbside voting. Motion by H Smith, 2<sup>nd</sup> by Featherly to allow Susan to get what is needed and take care of Election. All in favor. Motion carried.

**ADJOURN MEETING:** Motion by Featherly, 2<sup>nd</sup> by Warner to adjourn. All in favor. Motion Carried. Meeting adjourned at 6:15 PM.

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Chairman

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Clerk/Treasurer