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**HAMBURG TOWNSHIP BOARD OF TRUSTEES**

**SPECIAL Meeting**

**Video Conference as Permitted by Executive Order 2020-48 (COVID-19)**

**Hamburg Township Hall Board Room**

**Tuesday, May 1, 2020**

**10:00 a.m.**

**1. Call to Order**

Supervisor Hohl called the meeting to order at 10:00 a.m.

**2. Pledge to the Flag**

**3. Roll Call of the Board**

Present: Dolan, Koeble, Hohl, Hahn, Hughes, Menzies, Negri

Absent: None

Also Present:

**4. Call to the Public**

A Call was made with No Response.

**5. Correspondence**

None.

**6. Approval of the Consent Agenda**

None.

**7. Approval of the Agenda**

None.

**8. Current Business**

Police Chief Rick Duffany – stated he would like to separate the Administrative Public Safety Staff placing one at Station 11, one at Station 12 and one at the Police Department.

Fire Chief Nick Miller – stated that they had found a Decon System (like a paint sprayer) to disinfect vehicles & workplaces recommending one for Police, Fire and DPW (to be shared with the Township Hall). The Fire Department is doing daily health checks for all firefighters.

Director of I.T. Tony Randazzo – stated that the Township has ordered PPE (masks, gloves, hand sanitizer, and Plexiglass) for the Township in anticipation of opening to the public and keeping everyone safe. He also stated that the Point & Pay system is up and running for the Treasury Department and that residents are using it.

Director of Assessing Susan Murray – stated that the Assessing Department is working remotely and able to keep up with all tasks except for the field work. Field work will resume when the state allows it and they may need to prohibit entering houses. Also, that photos are now viewable on their BS&A site for residents.

Director of Accounting Thelma Kubitskey – stated that everything is still going well in her Department. Stating that Payroll is still being processed, sewer bills just went out, she is working on the 20/21 fiscal year's budget and the Audit.

Director of Planning & Zoning Amy Steffens – stated that they are continuing to issue land use permits to those doing projects that do not require a site inspection. She is not sure how they will handle Ted doing code enforcement or site inspections when things get back up and running. She is hoping to coordinate something with the County to do electronic submission of documents to reduce the number of residents coming into both places. Eric is doing a great job working on the ZBA cases.

Treasurer Jason Negri – stated that operations in the Treasurer's Department are proceeding with one person in the office at a time, bills are being sent and payments processed on the new Point & Pay online bill payment program.

Clerk Mike Dolan – stated that the Clerk's Department is holding weekly GoToMeeting meetings to stay connected and up to date while working from home but that there is always someone in the office from the Clerk's Department. He also talked about the upcoming elections stating that no one is sure what to expect and that it will depend on the State. With Hahn suggesting we be prepared to conduct a total Vote By Mail election if the State decides to go that way and Hughes stating that this situation is very much a "hurry up and wait" situation as the August Election is under normal election rules compared to the current May Election (which we are not participating) and that for November is procedure to order more than the 100% of ballots per the total number of voters so we should be ok then. Menzies then asked about hiring temporary election staff with a hiring freeze and Dolan stated that yes this would need to be an exception to that.

Director of the Senior Center Julie Eddings – stated that the seniors will be the last to emerging after this Stay Home Order is lifted and that they have been staying in touch with the seniors by email, Facebook, sending birthday cards, and that the Meals on Wheels program is still being conducted. She suggested that when re-opening that they have limited hours and limit the seniors in the building to prevent the spread of COVID-19.

Supervisor Pat Hohl – stated that revenue sharing will go down, there will be a reduction in assessed value, he would like a hiring freeze to be put in place with the exception of temporary election staff & fully-trained fire fighters, that no ECI will be given but that employees will maintain positions, benefits and current rate of pay, he would like all capital projects to be suspended, and that we work together to make appointments to take care of residents in order to reduce exposure and limit the amount of residents in the Township Hall.

Township Attorney Beth Saarella – shared some input on the COVID-19 policy.

9. Public Information

None.

10. Call to the Public

A call was made with No Response.

11. Board Comments

None.

12. Adjourn Meeting/Closed Session

**Motion by Menzies, supported by Negri, to adjourn meeting.**  
**Voice Vote: AYES: 7, ABSENT: 0**

**MOTION CARRIED**

Meeting adjourned at 10:53 p.m.

Respectfully submitted,



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Courtney L. Paton  
Recording Secretary



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Mike Dolan  
Township Clerk