

**REQUEST TO CALL SPECIAL MEETING**

To the Clerk of the Board of Supervisors:

You are hereby directed to call a Special Meeting of the Board of Supervisors of Wayne County, New York, to be held in the Supervisors' Chambers in the Court House in the Town of Lyons, New York, on **Tuesday, May 12, 2020 at 1:00 p.m.**, for the following purposes:

- FIRST: To review and consider amendments to Board Resolution No. 213-20 that established Wayne County payroll policies for response to COVID-19; and
- SECOND: To hear, consider and act upon any other matter which may be brought to the Board in the same manner and to the same effect as if the Board were convened in regular session.

Dated at Lyons, New York  
May 5, 2020

Kenneth F. Miller, Chairman  
Wayne County Board of Supervisors

**NOTICE OF SPECIAL MEETING**

State of New York  
Wayne County  
Office of the Clerk of the Board of Supervisors

Upon direction of the Chairman of the Board of Supervisors of the County of Wayne, I do hereby call a Special Meeting of the Board of Supervisors of Wayne County, New York, to be held in the Supervisors' Chambers in the Court House in the Town of Lyons, New York, on **Tuesday, May 12, 2020 at 1:00 p.m.**, for the following purposes:

- FIRST: To review and consider amendments to Board Resolution No. 213-20 that established Wayne County payroll policies for response to COVID-19; and
- SECOND: To hear, consider and act upon any other matter which may be brought to the Board in the same manner and to the same effect as if the Board were convened in regular session.

Dated at Lyons, New York  
May 5, 2020

Debbie A. Liseno, Deputy Clerk  
Wayne County Board of Supervisors

**7th Day  
Tuesday, May 12, 2020  
1:00 p.m.**

Pursuant to call, a Special Meeting of the Board of Supervisors was held and viewable on the Wayne County NY channel on the county web page: <https://www.youtube.com/channel/UCE3rDpjhiT5krZVYnQn0tw>, Chairman Miller presiding.

Upon roll call, all Supervisors were present for this afternoon board session. County Administrator Richard House and County Attorney Daniel Connors were also

present.

Chairman requested a motion to put two (2) items of Other Business on the floor for consideration. Mrs. Jacobs moved, seconded by Mr. Robusto. Upon roll call, all supervisors voted Aye. Carried.

**RESOLUTION NO. 239-20: AUTHORIZATION TO AMEND WAYNE COUNTY PAYROLL POLICIES FOR RESPONSE TO COVID-19, AND SUPERSEDE POLICIES ADOPTED IN RESOLUTION NO. 213-20**

Mr. Emmel presented the following:

WHEREAS, The Chairman of the Wayne County Board of Supervisors, declared a 30-day State of Emergency for Wayne County on March 15, 2020, in response to the COVID-19 emergency, which was renewed on April 10, 2020; and

WHEREAS, Governor Cuomo declared an executive order to allow non-essential personnel as determined by the local government, to be able to work from home or take leave without charging accruals, except for those personnel essential to the locality's response to the COVID-19 emergency; and

WHEREAS, Department Heads have been instructed to minimize staff keeping only staff deemed necessary to continue essential departmental operations, while also understanding that the number of staff deemed essential can be changed as directed; and

WHEREAS, the Chairman of the Board of Supervisors authorized the County Administrator to establish temporary policies for the County response to the COVID-19 emergency, and to adhere to Governor Cuomo's directive; and

WHEREAS, effective May 18, 2020, all County staff previously placed on administrative leave with full pay in response to the COVID-19 emergency have been directed to return to work at their regularly assigned worksites; now, therefore, be it

RESOLVED, that the policies in this resolution will supersede any conflicting policies adopted in Resolution No. 209-20, superseded by amendments to those policies set forth in Resolution No. 213-20; and be it further

RESOLVED, that the following amended county policies regarding the County's response to the COVID-19 emergency are hereby adopted by the Board of Supervisors to take effect beginning with the payroll period starting Friday, May 15, 2020 and will continue until the State of Emergency has been lifted by Governor Cuomo or upon further action by the Board of Supervisors, superseding Resolution No. 213-20:

- Employees who are placed under COVID-19 related isolation or quarantine by Wayne County Public Health, New York State Department of Health, or a primary Medical Physician, will not be charged sick leave accruals for the 14 day period spent in isolation/quarantine in compliance with the Family First Coronavirus Response Act.
- Employees that present with COVID-19 symptoms and are instructed to go home by their supervisor or designee, will not be charged sick leave for time spent in COVID-19 isolation/quarantine as long as a medical slip from a medical professional that is specific to COVID-19 is provided to their Department Head/Designee and the Human Resource Department.
- Employees who are sick with other illness, not COVID-19 related, will continue or be required to use sick leave accruals.
- Should Wayne County or any other governmental entity (State or Federal) force the temporary closure of any County facility, the staff deemed essential staff will be required to report to work at another location established under your COOP plan or if the availability exists, may be able to work remotely with approval of the County Administrator.
- Staff previously directed not to report to work and placed on administrative leave during the COVID-19 State of Emergency are directed to return to work at their regularly assigned worksites no later than May 18, 2020. An employee placed on administrative leave may still be recalled to work at any time prior to May 18,

2020. For purposes of this policy County work site is defined as the normal county building to which an employee is assigned.

- All additional leave accruals in excess of those required by any Collective Bargaining Agreement, or other stated policy of the Wayne County Board of Supervisors, established by Board of Supervisors' Resolution 213-20, which were extended to fulltime employees deemed essential staff who were required to continue to report to their normal County worksite shall terminate effective May 14, 2020 at 11:59 p.m.
- Employees already on an extended leave either paid or unpaid, including but not limited to maternity leave, medical leave not related to COVID-19, Workman's Compensation leave, military leave, suspension, are excluded from this policy.
- Elected Officials, substitute, part-time, flat-rate employees are excluded from this policy.
- For calendar 2020 only, employees will have the option to sell back up to a maximum of one (1) week (i.e. five (5) days) of leave in the first payroll period in June, and three (3) weeks (i.e. fifteen (15) days) of leave during the Annual Leave Buyout in the first payroll period of December 2020.

Mr. Eygnor moved the adoption of the resolution. Seconded by Mrs. Leonard. Upon roll call, adopted.

**RESOLUTION NO. 240-20: ADOPTION OF THE SAFE RETURN TO WORK PLAN POLICY TO HELP PROTECT COUNTY EMPLOYEES AND VISITORS FROM COVID-19 IN COUNTY WORKPLACES**

Mr. Emmel presented the following:

WHEREAS, The Chairman of the Wayne County Board of Supervisors, declared a 30-day State of Emergency for Wayne County on March 15, 2020, in response to the COVID-19 emergency, which was renewed on April 10, 2020; and

WHEREAS, Governor Cuomo declared an executive order to allow non-essential personnel as determined by the local government, to be able to work from home or take leave without charging accruals, except for those personnel essential to the locality's response to the COVID-19 emergency; and

WHEREAS, Department Heads have been instructed to minimize staff keeping only staff deemed necessary to continue essential departmental operations, while also understanding that the number of staff deemed essential can be changed as directed; and

WHEREAS, the Chairman of the Board of Supervisors authorized the County Administrator to establish temporary policies for the County response to the COVID-19 emergency, and to adhere to Governor Cuomo's directive; and

WHEREAS, effective May 18, 2020, all County staff previously placed on administrative leave with full pay in response to the COVID-19 emergency have been directed to return to work at their regularly assigned worksites; and

WHEREAS, the County Administrator and Director of the County Public Health Department are desirous of the adoption of a policy by the Board of Supervisors to help protect County employees and visitors from COVID-19 in County workplaces, including motor vehicles, which includes the requirement of each County Department to submit for review and approval by the County Public Health Director, a COVID-19 "Safe Return to Work" plan; and

WHEREAS, such plan shall be strictly adhered to by each County Department and shall be updated as necessary by directive of the Director of the County Public Health Department; now, therefore, be it

RESOLVED, that the following County policies regarding the protection of County employees and visitors from COVID-19 are hereby adopted by the Board of Supervisors and shall remain in effect until further action of the Board:

**SAFE RETURN TO WORK PLAN POLICY**

- All surfaces will be cleaned and sanitized upon arrival in the work area each day.
- Temperatures of all employees will be taken upon arrival in the work area each day and logged. If anyone presents with a temperature over 100.4 degrees, Public Health will be notified and the employee will be sent home.
- Employees will be instructed to wear a face mask when coming to and from the parking lot and while outside the work area, if unable to social distance (6 foot separation).
- Social Distancing will be maintained at each work area.
- If the physical layout of an office does not allow for 6 foot separation of work stations, the Public Works Department shall provide physical barriers, such as plexiglass, etc.
- If employees are required to interact less than 6 feet apart they will wear face masks.
- If employees are required to interact with the public, face masks will be worn by all parties.
- Face masks will be provided to visitors if they do not have their own.
- Hand washing and sanitizing will be required throughout the day. Hand sanitizer will be provided.
- All common surfaces will be sanitized during the day.
- Employees will be reminded to stay home if they are feeling ill.
- Any employee that develops an illness during the day is to report such immediately to the Department Head/Elected Official or designee. An ill employee will be sent home and instructed to seek care from their medical care provider.
- If a County vehicle is used for travel it must be sanitized before it is used and after it is returned.
- If a personal vehicle is being used for County business, the vehicle shall be sanitized before and after the transport of persons.
- If there is more than one occupant in a County vehicle or a personal vehicle used for County business, all occupants shall be wearing a face mask.
- Department Heads/Elected Officials are required to submit a "Safe Return to Work" plan to the County Public Health Director for review and shall update their "Safe Return to Work" plans as directed by the County Public Health Director. All plans will be filed with the County Administrator.

Mrs. Bender moved the adoption of the resolution. Seconded by Mr. Kolczynski. Upon roll call, adopted.

#### **ANNOUNCEMENT**

Chairman Miller took this opportunity to thank everyone for their efforts in putting these important resolutions together for today's presentation as it's been a task in keeping current on all rules and regulations.

Further, Chairman Miller extended a sincere thank you to our truly wonderful county workforce, recognizing the all the unsung heroes, including Matt Ury, Director of Information Technology. Their dedication and effort is truly appreciated and has helped in keeping the county moving. Thank you.

#### **ADJOURNMENT**

The next scheduled meeting of the Board is **Tuesday, May 19, 2020 at 9:00 a.m.**

Mr. Eynor moved, seconded by Mrs. Leonard, that the board adjourn at 1:07 p.m. Carried.

Sandra J. Sloane, Clerk, Wayne County Board of Supervisors  
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