

**DAVISON TOWNSHIP BOARD
SPECIAL EMERGENCY BOARD MEETING
March 23, 2020**

MEMBERS PRESENT: Supervisor Tim Elkins, Clerk Cindy Shields, Treasurer Pat Miller,
Via conference call: Trustees Matthew Karr and Travis Howell

Chief of Police Rick Freeman

Deputy Chief of Police Jerry Harris

OTHERS PRESENT: None

CALL TO ORDER

The emergency special meeting of the Davison Township Board of Trustees was called to order at noon at the Davison Township Municipal Center, 1280 N. Irish Road, Davison, MI 48423.

PURPOSE OF MEETING

The purpose of this meeting was to formulate an Emergency Operations Plan due to the implementation of Executive Order 2020-21 Stay Home/Stay Safe issued by Governor Whitmer. This order requires a written plan designating workers necessary to sustain or protect life or conduct minimum basic operations. It begins March 24, 2020 through April 13, 2020 with the possibility of an extension.

DESIGNATED EMPLOYEES FOR MINIMUM BASIC OPERATIONS

Those employees deemed necessary to conduct minimum basic operations will be placed on one day schedules, alternating days to the best of our ability to do so. Minimum basic operations (outside of public safety) are payroll, payment processing, bill paying, building inspections and assessing functions. The following employees will be designated necessary to conduct basic operations:

- Payroll and bill paying: Alma Gay, Ashley West, Cindy Shields
- Payment Processing: Lois Pastori, Pat Miller, Lisa Minto
- Assessing: Kaitlin Pacheco
- Building Inspections: Matt Place

All employees, including part-time, will be paid basic regular hours, no overtime. Every employee will be expected to be available during normal work hours for phone calls and, if necessary, be called into work.

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OTHER RELATED ITEMS

- The Dog Park will be closed to the public as is Lake Callis. Trails are open to the public which includes the trail at Williams Park
- If the next board meeting is held, the only agenda item will be to pay bills. Board members may be limited to the Supervisor and Clerk with other board members teleconferencing. The doors will be open to the public and social distancing will be practiced.
- Water/sewer bills: late fees will be extended to the 15th of the following month
- Deep cleaning of the buildings will continue

ADJOURNMENT

The meeting was adjourned at 12:15 pm.

Cindy K. Shields, Clerk

Timothy W. Elkins, Supervisor