

On March 20, 2020 at the Oxford Township Building, 780 Hanover Street, New Oxford, PA 17350, Chairman Iocco called an Emergency meeting by the Board of Supervisors at 1:00p.m. followed by the Pledge of Allegiance to the American Flag. The quorum consisted of Supervisors Mario Iocco, Harry McKean and M. Frank Sneeringer. Sitting with the Supervisors was the Secretary, Beverly Shriver and by telephone John Baranski.

Baranski approved this as an Emergency meeting to address the COVID-19 issue as to how to handle the office and future meetings. This can be reported at the next meeting.

There is a concern that during normal business hours we should have someone available here. Baranski advised the requirement is to limit the access to the public. We can use the security speaker and paperwork being dropped off can put it in the drop box. Once the door is posted there probably won't be people stopping in for a week. The calls could be forwarded to someone's phone. Starting today the Township emails are being forwarded to Shriver's phone. Baranski said the Township could put on a notice on the door to email the township and Shriver would respond to the ones that need a response.

Baranski informed, the Governor shut down law firms, there are two emergency petitions filed by law firms that are trying to over-turn or have the order changed by the Supreme Court this afternoon. A lot of the other townships Baranski works with are shutting down and posting on their website they won't be opened for business for 14 days or until further notice. They are not even staffing them or having a line of communication through email.

Iocco said until we hear "shelter in place"; we can have someone in the office and keep the inside doors closed. If someone needs something from the Township; we can mail it to them. If they do a "shelter in place"; we will do the email to Shriver's phone. The Township can use CODERED if necessary.

The office staff; we only need one person here at a time. The office staff can work out how they want to work; half days, alternate whole days or weekly. The Board of Supervisors agreed Strevig will be called in when there is work for him to do. The Roadcrew is basically outside all the time. Not a lot of contact with the public; they can work out of the garage. They can alternate too. The 911 Center would call them if there is an emergency. This limits contacts with the public and keeps people here.

EARP is working their regular business schedule.

Baranski advised one lady in the office and one guy in the garage and alternate will not run the risk of contagion. The building can be shut down to the public. They can leave their notes in the lobby. Baranski advised to suspend meetings unless something comes up.

Shawn Leister, Dave Sentz and Deb Greenholt joined the meeting.

The Chairman reported he spoke to Baranski and the Board of Supervisors are not going to completely shut down the Township but limit the exposure. The office building and garage are going to be closed to the public. The Board of Supervisors will leave it up to the staff to work it out but they want one person in the office to answer phones and if they need something get their address and mail it to them and they can drop it off in our drop off box when they are done. There should be one from the

road crew working during normal business hours. If something happens and you need the other guy; just call him in. If you feel comfortable enough to work and there is a job that takes two guys let McKean know. If you don't feel comfortable coming in and stay home; that's fine too.

If the Governor calls a lockdown; everyone will be on call. The office will call Law Security to transfer the incoming calls to Shriver's phone.

The Board of Supervisors previously canceled April 21<sup>st</sup> evening meeting and the Planning Commission Chairman canceled the April 8<sup>th</sup> Planning Commission meeting. The Board of Supervisors will go week by week checking if there is something that needs action taken by them; if nothing the meetings will be canceled.

Iocco said to work out your schedules so that you can collect unemployment. The waiting week has been waived.

President Trump said every taxpayer will get a \$1,200 stimulus check in mid-April.

Not sure when the next meeting will be Shriver reported the Adams County Commissioners are asking the Board of Supervisors how they would feel extending the due dates for county's real estate and per capita payment dates due to the COVID-19 crises. Taxes collected on or before June 30<sup>th</sup> for discount; after October 31<sup>st</sup>-end of year 10% penalty to keep dates consistent. There would have to be a change made by the Legislation before this could happen. McKean second by Sneeringer motioned to agree with whatever the Adams County Commissioners want to keep it consistent and not create a nightmare for the tax collectors. 3 Aye Votes

Adams County Emergency Services sent a Declaration of Disaster Emergency for the COVID-19 Pandemic that needs signed and sent back. McKean second by Sneeringer motioned to enter into this Declaration of Disaster Emergency for the COVID-19 Pandemic. 3 Aye Votes

PennDOT sent the Hanover Street Flash Warning Sign Detail that needs signed by the Chairman and sent back to them. PennDOT received all the installation material and will start construction as soon as the health situation clears. McKean second by Sneeringer motioned for the Chairman to sign and date the Hanover Street Flash Warning Sign Detail sheet. 3 Aye Votes

TABLED Hanover Volkswagen Request Release of Letter of Credit: The Township received a letter from Terry Myers, Township Engineer who recommends the Board of Supervisors release their Public Improvement Security remaining amount of \$12,100.00. C. S. Davidson Inc. received the "As Built". McKean second by Iocco motioned to release Hanover Volkswagen's Public Improvement Security in the amount of \$12,100.00. 3 Aye Votes

The Board received a resignation letter from Barbara Shriver, Township Auditor. Her term will end on December 31, 2023. Marjorie Smith, Township Auditor knows someone interested in Shriver's position.

McKean second by Sneeringer motion to adjourn the meeting. Meeting adjourned at 1:50p.m.