

**WALES TOWNSHIP**  
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Office Hours: 8:00 AM - 4:00 PM, Monday, Tuesday, and Thursday

Closed: Wednesday, Friday, Saturday, and Sunday

**MEMO**

**TO:** Township Board  
**FROM:** Liz Masters, Supervisor  
**RE:** **Executive Board Decisions in response to Covid-19 Virus**  
**DATE:** April 3, 2020

At this time of uncertainty resulting from this pandemic, there have been some urgent and important decisions that have been necessary to address. First and foremost, it's very difficult to digest that the entire world is in a state of Emergency. We are all in a battle to spare lives, worldwide. There will be many urgent decisions, as well as unconventional methods to reach those decisions. It is important to realize that we all share the immense stress associated with the current crisis.

I have utilized the "Executive Board of Officers" (Supervisor, Clerk, and Treasurer) to make four (4) recent decisions. A few of the decisions decided were in reached with a 2/3rds majority vote. I want to have full understanding that each officer was asked to make some very difficult decisions at a spare-of-the-moment time while our Country, State, and County was rapidly transitioning from a 'medical state of emergency', 'state of emergency', to 'stay home' orders. Decisions under these conditions are extremely difficult.

Two particular areas that I would like to address are: (1) we came to a 2/3rds majority vote to continue '**full regular pay**' for all of our clerical staff regardless of time off or limited hours, and (2) we reached a 2/3rds majority vote that we '**continue janitorial cleaning schedule**' in order to ensure the health safety of our staff.

As Supervisor, I feel an explanation is justifiable.

An Exec. Board decision to close the office building to public was unanimously agreed upon, expecting the public to use email, phone, U.S. Mail, Fax, and Drop Box.

Our Deputy Clerk and Deputy Treasurer are working only one (1) day per week, in order to maintain essential services. Patty has been working on Thursday, while Linda has been working on Mondays.

Loss or major reduction of income to our valuable employees at this time, I feel, will develop financial hardships. With the contagiousness of this virus, just as you, I'm extremely hopeful our employees do not contract. If some shall become ill, we will pray for their recovery, while trying to maintain the necessary business. We will need our employees to fill in for ill, and help when workloads become too much during the emergency, as well as after. It is important that we try to reduce the stressful impact on our valuable workforce at this time, while also ensuring we are not obstructing newly enacted Fed and State Labor Laws and Orders. Such as, on April 1, 2020, the U.S. Department of Labor announced new action regarding American workers protections and relief offered by the Emergency Paid Sick Leave Act and Emergency Family and Medical Leave Expansion Act, both part of the Families First Coronavirus Response Act (FFCRA).

<https://www.dol.gov/agencies/whd/ffcra> <https://www.dol.gov/agencies/whd/pandemic/ffcra-questions>

Now, as I mentioned we also need to ensure that our office is sanitary and safe for ourselves and our employees. The executive Board majority voted to re-instate the services of our cleaning contractor, despite an officers' wish to suspend the service. I feel we have this duty outlined as well within Governor Whitmer's Executive Order 2020-21, Section 5.c. (4) reading as such:

“Increasing standards of facility cleaning and disinfection to limit worker and patron exposure to COVID-19, as well as adopting protocols to clean and disinfect in the event of a positive COVID-19 case in the workplace.” [https://www.michigan.gov/whitmer/0,9309,7-387-90499\\_90705-522626-,00.html](https://www.michigan.gov/whitmer/0,9309,7-387-90499_90705-522626-,00.html)

Here is a recap of the four (4) decisions that have been made so far:

1. Exec. Board Decision to Est. “Essential Deputy/Clerical Workers and Limited Hours” of one Deputy to work Mondays, with the other working on Thursdays. Hall CLOSED to Public, Service through Electronic Mail, Internet, Phone, Fax, Drop Box, and US Mail service ONLY. 3/23/2020 Masters-Aye, Bobcean-Aye, Messina-Aye.
2. Exec. Board Decision to continue Full Regular Pay for “Essential Deputies/Clerical” Masters-Aye, Bobcean-Nay, Messina-Aye. 3/23/20
3. Exec. Board Decision to keep Clerical Aids “Home” with Full Regular Pay. Masters-Aye, Bobcean-Nay, Messina-Aye 3/23/2020
4. Exec. Board Decision to Continue and Custodial Contracted Schedule. Masters-Aye, Bobcean-Nay, Messina-Aye 4/3/2020

I appreciate everyone's hard work and efforts, during this very difficult time. Please call me with any concerns or comments you may have.