

## **PLYMOUTH BOROUGH COUNCIL EMERGENCY**

**MEETING April 8, 2021**

**CALL TO ORDER – 7:08 P.M.**

### **ROLL CALL**

Council Members:

Ron Kobusky – Present

Bill Dixon – Present

John Z. Thomas – Present

Earl Cunningham – Present

Alexis Eroh – Present

Alec Ryncavage – Present

Adam Morehart – Present

Also in attendance:

Mayor Frank Coughlin

Solicitor Michael R. Kostelansky, Esq.

### **MINUTES:**

1. Pres. Kobusky: An emergency meeting has been called in accordance with Section 703 of the Sunshine Act to discuss the Covid-19 outbreak among the Plymouth Borough employees and to discuss establishing a policy moving forward for the prevention of future outbreaks.
2. Pres. Kobusky: To date, five (5) Borough Employees have tested positive for COVID-19. Upon discovery of the outbreak on Sunday, April 4, 2021, Council Members were informed and the Borough Building and Public Works Buildings were immediately closed and cleaned with specialized fogging equipment on Monday, April 5, 2021.
3. Solicitor Kostelansky provided Council with a Memorandum outlining Covid-19 procedures and requirements of Borough Employees as a go-forward plan for Council to discuss (see attached).
4. Council discussed making the following adjustments to the proposed policy provided by the Solicitor:
  - a. Item no.5 would be edited to reflect the following: "All employees, except those with a medical condition as indicated by a written note from a Physician, or in the case of a safety issue, must wear a mask or face shield.
  - b. Item no. 6 would be edited to reflect the following: "Outside workers must wear masks when within 6ft of another person unless they have a medical condition as indicated by a written note from a Physician that prohibits them from wearing one, or it is unsafe to wear when operating equipment that impedes their vision."

c. Item No. 7 would be edited to reflect the following: "Discipline for failure to wear the required mask shall be as follows: First offense results in a verbal warning. Second offense results in a written warning. Third offense results in one week suspension without pay. Fourth offense results in termination from employment. All offenses shall be issued by Ron Kobusky, President of Council and documented in the employee's file. If President Kobusky is not available to issue the disciplinary action, EMA Director and Councilman Earl Cunningham shall have the authority to issue the disciplinary action in his absence.

d. Item No. 8 would be edited to reflect the following: "Employees are required to have their temperatures taken before they enter the building at the start of every shift and log their temperatures on the provided sign-in sheets. If a person's temperature is 100.4 degrees F or higher, they are not permitted to enter the building or work their shift. This policy applies to all visitors entering and borough property or building, including the Borough Administrative Offices, Police Department, Public Works Building and all Fire Departments.

e. The following proposed policy would be added to the list of procedures outlined in the memorandum: "17. After an employee uses any equipment or vehicle, that piece of equipment is to be sanitized with the provided cleaning supplies.

f. The following proposed policy would be added to the list of procedures outlined in the memorandum: "18. The employees shall only be paid once per year for an absence related to a positive COVID-19 test."

5. The above proposed policies will be submitted to council at the April 20, 2021 meeting to vote upon.

6. Motion to Adjourn 8:08pm

Minutes were recorded by:

Alexis Eroh  
Councilmember

\*Approved at Regular meeting April 20, 2021