

Agenda Item No. C - 1

**VILLAGE OF ROYAL PALM BEACH**

Agenda Item Summary

**AGENDA ITEM: Approval of the minutes of the Council Organization Meeting of March 19, 2020, Council Regular Meeting of March 19, 2020 and Council Regular Meeting of April 2, 2020.**

**ISSUE: It is necessary for Village Council to approve all Village Council meeting minutes.**

**RECOMMENDED ACTION: Motion to Approve**

<b>Initiator</b>	<b>Village Manager Approval</b>	<b>Agenda Date</b>	<b>Village Council Action</b>
<b>Village Clerk</b>		<b>05/21/20</b>	

**VILLAGE OF ROYAL PALM BEACH  
MINUTES OF COUNCIL ANNUAL ORGANIZATION MEETING  
THURSDAY, MARCH 19, 2020  
6:00 P.M.**

**PLEDGE OF ALLEGIANCE**

**SWEARING IN OF COUNCIL MEMBERS FOR GROUPS 1, 3 AND MAYOR**

The Village Clerk swore in Mayor Fred Pinto, Councilman Jeff Hmara and Councilwoman Selena Samios.

**ROLL CALL**

Mayor Fred Pinto  
Vice Mayor Jan Rodusky  
Councilman Jeff Hmara  
Councilwoman Selena Samios  
Councilman Richard Valuntas

Also present were Vice Mayor Rodusky, Councilman Valuntas the Village Manager, the Village Attorney and the Village Clerk.

Councilwoman Samios, Councilman Hmara and Mayor Pinto thanked their families and citizens for their support.

**REGULAR AGENDA**

**1. Resolution No. 20-02 appointing Diane DiSanto as Village Clerk.**

Councilwoman Samios made a motion to approve; seconded by Vice Mayor Rodusky. Mayor Pinto put the motion to a vote and it passed unanimously.

**2. Resolution No. 20-03 appointing Stanley G. Hochman as Village Treasurer.**

Councilman Valuntas made a motion to approve; seconded by Councilwoman Samios. Mayor Pinto put the motion to a vote and it passed unanimously.

**3. Appointment of Council Liaison Officers for Recreation Advisory Board; Planning & Zoning Commission; and Education Advisory Board.**

The Village Council accepted liaison positions as follows: Recreation Advisory Board, Selena Samios. Councilman Valuntas made a motion to appoint Councilwoman Samios; seconded by Councilman Hmara and the motion passed unanimously. Planning and Zoning Commission, Jan Rodusky. Councilwoman

Samios made a motion to appoint Vice Mayor Jan Rodusky; seconded by Councilman Hmara and the motion passed unanimously. Education Advisory Board, Jeff Hmara. Councilman Valuntas made a motion to appoint Councilman Hmara; seconded by Vice Mayor Rodusky and the motion passed unanimously.

**4. Appointment of Council Liaison Officer for Central Palm Beach County Chamber of Commerce and Western Communities Council.**

Councilwoman Samios made a motion to appoint Councilman Valuntas for Central Palm Beach County Chamber of Commerce; seconded by Vice Mayor Rodusky and the motion passed unanimously.

Councilman Valuntas made a motion to appoint Mayor Pinto for the Western Communities Council; seconded by Councilwoman Samios and the motion passed unanimously.

**5. Appointment of Voting Delegates for Palm Beach County League of Cities.**

Councilman Valuntas made a motion to appoint Councilman Hmara as the voting delegate and all other councilpersons as alternates; seconded by Councilman Hmara and the motion passed unanimously.

**6. Appointment of Vice Mayor.**

Vice Mayor Rodusky made a motion to appoint Jeff Hmara as Vice Mayor; seconded by Councilman Valuntas. Mayor Pinto put the motion to a vote and it passed unanimously.

**Adjournment**

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Mayor Fred Pinto

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Diane DiSanto, Village Clerk

**VILLAGE OF ROYAL PALM BEACH  
MINUTES OF COUNCIL REGULAR MEETING  
VILLAGE MEETING HALL  
THURSDAY, MARCH 19, 2020  
6:30 P.M.**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

Mayor Fred Pinto  
Vice Mayor Jeff Hmara  
Councilwoman Selena Samios  
Councilwoman Jan Rodusky  
Councilman Richard Valuntas

All members of Council were present; along with the Village Manager, the Village Attorney and the Village Clerk.

**RECOGNIZING PRINCIPAL JESÚS ARMAS BEING AWARDED PRINCIPAL OF THE YEAR FOR 2020**

Mayor Pinto congratulated Principal Armas and presented him with a 2020 Principal of the Year plaque.

**PRESENTATION OF 35 YEAR SERVICE AWARD TO DIANE DISANTO  
PRESENTATION OF 15 YEAR SERVICE AWARD TO MONIKA BOWLES  
PRESENTATION OF 15 YEAR SERVICE AWARD TO WARREN MEEKS**

The Service Awards were postponed.

**REPORTS**

Mayor Pinto reported on a conference call with the Western Communities Council as well as others regarding COVID-19.

Councilwoman Rodusky announced that most of the Village events have been cancelled and told the residents to be safe and healthy.

Vice Mayor Hmara reported on the Education Advisory Board scholarship process where interviews will be held for 16 students on April 4<sup>th</sup> and scholarships awarded at the Council Regular Meeting on May 21<sup>st</sup>. He reported that the Legislative Session has concluded, included the budget and that a post season legislative briefing will be held on March 25<sup>th</sup>.

Councilman Valuntas attended the first Father/Daughter dance held at the Cultural Center. He was impressed with the dance and the venue noting it is a fabulous place to hold events.

Councilwoman Samios reported all events are cancelled at the Recreation Center including all senior programs. She announced the phone number 561-802-6979 for Meals on Wheels of the Palm Beaches for all seniors in need of food delivery and also urged them to call the Recreation Center for information as well.

The Village Attorney gave an update on Senate Bill 1000 and House Bill 1371 with regard to crosswalks between intersections. He reported the Bill has passed the House and on March 17<sup>th</sup> was withdrawn and postponed for consideration in the Senate.

**PETITIONS - None**

**STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS OR CONSENT AGENDA ITEMS - None**

**CONSENT AGENDA**

The Village Clerk read into the record the Consent Agenda as follows:

1. **Approval of the minutes of the Council Regular Meeting of February 20, 2020 and Council Special Meeting of March 12, 2020. (Village Clerk)**
2. **Fiscal Year 2019 Comprehensive Annual Financial Report (CAFR). (Finance Director)**
3. **Approval and authorization, in accordance with established policy, to make a budget amendment for Fund 303 in the fiscal year 2019/2020 Budget. Said amendment to transfer a total of \$30,000 from LaMancha Drainage (PW07031) to PBSO Flooring Replacement (PW2003). (Finance Director)**
4. **Approval and authorization for the Village Manager to enter into an agreement with Sweet Cravings, LLC, as recommended by the selection committee as the most responsive and responsible proposer to provide food and beverage service at Commons Park. (Parks and Recreation Director)**
5. **Approval and authorization, in accordance with established policy, to make a budget amendment for Fund 302 in the fiscal year 2019/2020 Budget. Said amendment to transfer a total of \$175,000 from (PW19RR) Road Resurfacing to (PW1806) Bridge Slope Stabilization. (Finance Director)**
6. **Approval and authorization for the Village Manager to enter into a contract with Arbor Tree & Land, Inc. the sole responsive, responsible bidder for the construction of the Bridge Slope Stabilization Project, PW1806, in an amount not to exceed \$549,000.00. (Director of Public Works)**
7. **Approval of a Special Event Permit for Royal Palm Brewing Company, LLC. to hold a two year anniversary celebration at 543 N. State Road 7, Suite 103 on Saturday, March 21, 2020 from 12:00 p.m. to 8:00 p.m. (P & Z Director) – This item was pulled from the agenda.**

8. **Adoption of Resolution No. 20-07. A resolution of the Village Council of the Village of Royal Palm Beach, Florida providing for the approval and authorization for Uber Technologies, Inc. to utilize the official Village municipal seal as part of the Uber App developed based on the Village's enrollment in the Uber For Business Program. (Village Manager)**
9. **Approval and authorization for the Village Manager to execute the Uber Transit Profiles Agreement by and between Uber Technologies, Inc. and the Village of Royal Palm Beach. (Village Manager)**

Mayor Pinto entertained a motion to postpone Consent Agenda Item No. 7. Vice Mayor Hmara made a motion to postpone; seconded by Councilman Valuntas. Mayor Pinto put the motion to a vote and it passed unanimously.

Councilwoman Samios pulled Consent Agenda Item Nos. 2 and 4 for discussion. Vice Mayor Hmara pulled Consent Agenda Item No. 9.

Councilman Valuntas made a motion to approve the Consent Agenda less Item No. 2, 4, 7 and 9; seconded by Vice Mayor Hmara. Mayor Pinto put the motion to a vote and it passed unanimously.

Mark Veil, a Principal from the audit firm of Caler, Donten, Levine, Drucker, Porter & Veil, P.A. presented the audit for the fiscal year ending September 30, 2019. He highlighted the Independent Auditor's Report an unmodified opinion which is the highest form of opinion that they can give as independent certified public accountants. He reviewed the Statement of Net Position which shows that assets total \$176,312,686, liabilities total \$13,532,009 and a net equity of \$165,010,815. He explained that at year end September 30, 2019 total revenues in the General Fund was \$26,451,628 and Expenditures was at \$23,335,753 noting an increase of \$2.2 million dollars in General Fund. Mr. Veil reported \$75,960,026 in the Investment Portfolio, reviewed the Budgetary Comparison Schedule for the General Fund, explained the Compliance Reports, the Federal Awards, referenced the Management Letter and reported no issues with the Independent Accountant's Report on Investment Compliance.

Councilwoman Rodusky made a motion to approve the Consent Agenda Item No. 2; seconded by Vice Mayor Hmara. Mayor Pinto put the motion to a vote and it passed unanimously.

The Parks and Recreation Director reported on Consent Agenda Item #4. He said that Jana and Russ D'Agostino of Royal Palm Beach will be opening Sweet Cravings in the second-floor café at Commons Park. Mrs. D'Agostino was thankful for the opportunity stating this is a new venture and reported that they have frequented the park with their food truck for the past seven years. She added they will be offering a wide variety of menu items as well as an ice cream parlor and are planning a Grand Opening once the COVID-19 emergency ends.

Councilwoman Samios made a motion to approve the Consent Agenda Item No. 4; seconded by Councilman Valuntas. Mayor Pinto put the motion to a vote and it passed unanimously.

The Village Manager explained Agenda Item # 9, reporting that the Village has been pushing for this for more than two years but initially Uber wasn't ready with the technology and resources. He added that once Uber started their transit division they responded to the Village's original correspondence. The proposed agreement with Uber Technologies, Inc. allows senior residents 65 and over to receive a \$5 discount on each ride for up to eight rides per month. The seniors must register at the Recreation Center. The agreement is for a one-year contract and is budgeted at \$40,000 to cover the discounted fares. Uber will provide ADA-compliant vehicles and drivers who are licensed to help seniors and ride-sharing programs as well.

Vice Mayor Hmara made a motion to approve the Consent Agenda Item No. 9; seconded by Councilman Valuntas. Mayor Pinto put the motion to a vote and it passed unanimously.

## **REGULAR AGENDA**

- 1. Public hearing to consider Variance Application 19-044 (VAR), an application by Lee Liang, and Variance Order VC-20-1, the applicant is requesting a variance from Sec. 26-80 to allow for a reduced front yard setback of 18-feet for a main structure where the Village Code requires 25-feet, for a property located at 1343 Elmbank Way. \* (P & Z Director)**

This was quasi-judicial and the Village Attorney swore in all who will speak and asked for ex-parte disclosures. The P & Z Director stated this request was postponed from the last meeting due to the owner not being present. The applicant contends that the front porch of the house was enclosed by a previous owner without a permit and is the minimum variance that will allow reasonable use of the property, will not confer special privileges and became aware only when the Code Enforcement Division contacted them. Staff recommended denial. The P & Z Commission recommended approval.

Lee Liang, property owner, stated that the house was purchased in 2011 with the current enclosure in place and requested approval of the variance. He noted the only change has been the paint color.

Mayor Pinto opened and closed public comment with no response.

Councilman Valuntas thanked the resident for being present in order to testify under oath.

Councilwoman Samios made a motion to approve; seconded by Vice Mayor Hmara. Hearing no further discussion, Mayor Pinto put the motion to a vote and it passed unanimously.

- 2. Public hearing to consider Variance Application 19-105 (PVAR), an application by Insite Studio, Inc. and Variance Order VC 20-02, to provide for a Variance to allow 143 parking spaces for a Planned**

**Commercial Development which requires 149 parking spaces as established in Section 23-51 *Required Minimum Number of Parking Spaces*, for a property located at 11700 Okeechobee Boulevard. \* (P & Z Director)**

This was quasi-judicial and the Village Attorney swore in all who will speak and asked for ex-parte disclosures. The P & Z Director stated the applicant is requesting to reduce the number of parking spaces from 149 to 143 for the Planned Commercial Development (PCD). The reduction in the six parking spaces will allow the entire existing 22,170 square foot, two story building to be used for Medical Office purposes that had originally been site planned for 50% professional office and 50% medical office use. There are currently two vacant outparcels on the site in addition to the existing office building. The applicant is proposing to make available the entire building for medical office purposes. The original approval required 110 parking spaces and the proposed conversion to all medical offices requires 116 parking spaces. He reviewed the criteria to allow the Village to grant parking variances. The applicant asserts that this property is unique in that it has been vacant since the date it received a Certificate of Occupancy over a decade ago, that the literal interpretation of the Code would deprive the applicant reasonable use of the property as the building has remained vacant since its completion even though it is located on a prime corner lot at a busy intersection and is the minimum variance required to make reasonable use of the building. He reported that the Village sent out the required 300-foot notice to all residents within 300 feet and did not receive any responses. Staff recommended denial. The Planning and Zoning Commission recommended approval 4 – 1.

Brian Terry, agent for the new owners, said a variance is to allow 143 parking spaces for the building, instead of the 149 spaces, for a six space or 4% reduction. He said the entire justification for the variance was tied into their building alone and did not take into account or have any impact on the two nearby vacant outparcels that are zoned for banks. He explained the applicant is seeking the variance in order to allow the entire two-story building to become a medical office hub. Currently, a doctor has leased about half of the ground floor for his practice. He gave examples of parking criteria in surrounding municipalities that would not require a variance. Mr. Terry also confirmed that the clock atop the clock tower would be repaired.

Mayor Pinto opened and closed public comment with no response.

Councilman Valuntas confirmed that the first permit application is for 600 square feet on the first floor.

Councilwoman Samios asked if they were willing to alter the medical use in order to get the second floor fully occupied. Mr. Terry responded at this time there are no plans for professional offices.

Councilman Valuntas made a motion to approve; seconded by Vice Mayor Hmara. Hearing no further discussion, Mayor Pinto put the motion to a vote and it passed unanimously.

- 3. Public hearing to consider Application No. 19-037, and approval of Resolution 20-05 confirming Council action. The applicant is**



**seeking to abandon a twenty-five (25) foot maintenance easement located on Tract C-1 of the Waterway Plaza Plat No. 2. Agent: Andrade Associates Limited Partnership. (P & Z Director)**

The P & Z Director stated the applicant is requesting that the Village abandon a twenty-five foot maintenance easement located on Tract C-1 of the Waterway Plaza Plat No. 2. The easement was used for canal and lake maintenance but there is no longer a public purpose for the full 25 foot easement. The Village will still have access to the water body adjacent to Tract C-1 and all other lake and canal maintenance easements depicted on the Waterway Plaza Plat No. 2 shall remain in full force and effect unless abandoned and released by the Village Council through separate recorded instrument. Staff recommended approval.

Manny Andrade, owner of the property stated that he originally constructed the Miami Subs building in 1985, intends to build a new 3,100 square foot Dunkin building and tear down the existing building.

Mayor Pinto opened and closed public comment with no response.

Councilwoman Samios confirmed that the current building will be destroyed and other tenants will relocate.

Vice Mayor Hmara confirmed that regular agenda items R-3, R-4 and R-5 are all related and asked for explanation on the easement.

The Village Engineer clarified that an unused easement along the waterway would be abandoned, as access to the water will be provided by a driveway built by Dunkin and there will be no waterway public use.

Vice Mayor Hmara made a motion to approve; seconded by Councilman Valuntas. Hearing no further discussion, Mayor Pinto put the motion to a vote and it passed unanimously.

- 4. Public hearing to consider Application 19-108 (LW), an application by Architect Bruce Celenski, Inc., and adoption of Landscape Waiver No. 20-01 confirming Council action. The applicant is seeking Landscape Waivers from Section 15-131 of the Village Zoning Code to allow for the elimination of the required three (3) foot high perimeter berm along the west and a portion of the north property line and to allow for a reduction in the width of the required landscape buffers along the west, north and east property lines; the property is situated on a 0.92-acre parcel of land located at 1351 Royal Palm Beach Boulevard. \* Agent: Bruce Celenski, Architect Bruce Celenski, Inc. (P & Z Director)**

This was quasi-judicial and the Village Attorney swore in all who will speak and asked for ex-parte disclosures. The P & Z Director stated the applicant is requesting Landscape Waiver to eliminate the required three foot high berm within the landscape buffer along the west and north property lines and to reduce the buffer width from the required 25 feet down to a minimum of five feet in width along the west, north and east property lines. The Landscape Waiver will allow for a 15-foot wide buffer where a 25-foot wide buffer is

required along Royal Palm Beach Boulevard due to the location of a 10-foot wide Utility Easement along the east property line. There will be no reduction in landscape materials. In the applicant's Justification Statement they are requesting the Landscape Waivers due to the location of easements along the west, north and east property lines. The Planning and Zoning Commission and staff recommended approval.

Mayor Pinto opened and closed public comment with no response.

Councilwoman Samios confirmed that the trees will be removed and all required landscape material will be placed in those areas.

Vice Mayor Hmara made a motion to approve; seconded by Councilwoman Rodusky. Hearing no further discussion, Mayor Pinto put the motion to a vote and it passed unanimously.

- 5. Public hearing to consider Application 19-002 (SP, SE, AAR) an application by Architect Bruce Celenski, Inc. and adoption of Resolution 20-04 confirming Council action. The applicant is seeking Site Plan, Special Exception Use and Architectural approval for a 3,183 square foot "Restaurant with Drive Through" on a 0.92-acre parcel of land located at 1351 Royal Palm Beach Boulevard.\* Agent: Bruce Celenski, Architect Bruce Celenski, Inc. (P & Z Director)**

This was quasi-judicial and the Village Attorney swore in all who will speak and asked for ex-parte disclosures. The P & Z Director stated the applicant is seeking approval for Site Plan, Special Exception Use and Architectural Approval in order to develop a 3,183 square foot "Restaurant with drive through" on a 0.92-acre parcel of land located at 1351 Royal Palm Beach Boulevard within the Waterway Plaza Planned Commercial Development (PCD) that is currently vacant. The primary access to the site will be provided from a right turn, right turn out movement from Royal Palm Beach Boulevard with a secondary access from within the shopping center interior. Also being proposed is construction of a pedestrian access from the sidewalk along Royal Palm Beach Boulevard to the main entrance of the restaurant. He reported that the proposed project meets the requirements of parcel size, parcel width, setbacks, pervious area, landscape plan aside from the approved Landscape Waiver, parking requirements, maximum building heights and queing spaces/bypass lane. He stated that the landscape plan meets all minimum standards with the exception of the perimeter buffer width and berm requirements which were approved in the landscape waiver. He showed the architecture and new branding. The Planning and Zoning Commission and staff recommended approval.

Mayor Pinto opened and closed public comment with no response.

Councilwoman Rodusky received confirmation that there will be no break in service from the current location until the new building is complete. A discussion ensued with regard to stacking and it was noted there will be double stacking lanes.

Councilwoman Samios made a motion to approve; seconded by Councilman Valuntas. Hearing no further discussion, Mayor Pinto put the motion to a vote and it passed unanimously.

**6. Discussion on preventative steps for COVID19 – Coronavirus.  
(Village Manager)**

The Village Manager gave an update on the actions that the Village is taking to help in the fight against COVID-19. He said there is a lot of fear and anxiety out there and that Royal Palm Beach is following the guidance laid out by the Centers for Disease Control. All indoor activities at Village facilities are cancelled. For the public safety of staff we are urging all business to be done online. The lobbies have not been closed at this time, but are looking into meetings by appointment only. He said all events through April have been cancelled except for a few government meetings where we will follow the strict guidelines of the CDC. All essential services are being maintained. Discussions are being held to close the Post Office at Village Hall. The Village Manager reported that we are identifying essential services and how staff will be affected. He said this is a very serious situation and following the guidelines are essential in keeping the infection rate to a minimum.

Mayor Pinto opened and closed public comment with no response.

Vice Mayor Hmara asked how we are keeping up with the changes.

The Village Manager responded that there is a red ribbon at the top of the Village's website [www.royalpalmbeach.com](http://www.royalpalmbeach.com) where a viewer can enter the link to the COVID-19 information which has further links to the most current information from the CDC and the local health department with the balance of the page having information about doing business remotely with Royal Palm Beach.

Councilman Valuntas confirmed the Village is following the CDC distancing requirements. He added that all sports organizations have cancelled their activities.

The Village Manager stated at this point, the parks are open and will continue the rentals of the pavilions.

Councilwoman Rodusky asked for consideration to update the senior telephone line at the Recreation Department.

The Village Attorney added that no specific details on holding public meetings have been received and reported on a meeting held in Dade County where a Council meeting was held via video conference. He will continue to monitor this situation with regard to the Sunshine Laws.

Vice Mayor Hmara made a motion to accept the report; seconded by Councilwoman Rodusky. Hearing no further discussion, Mayor Pinto put the motion to a vote and it passed unanimously.

**ADJOURNMENT**

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Mayor Fred Pinto

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Diane DiSanto, Village Clerk

**VILLAGE OF ROYAL PALM BEACH  
MINUTES OF COUNCIL REGULAR MEETING  
VILLAGE MEETING HALL  
THURSDAY, APRIL 2, 2020  
6:30 P.M.**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

Mayor Fred Pinto  
Vice Mayor Jeff Hmara  
Councilwoman Selena Samios  
Councilwoman Jan Rodusky  
Councilman Richard Valuntas

All members of Council were present; Vice Mayor Hmara, Councilwoman Samios and the Village Attorney joined via virtual "Go to Meeting". The Village Manager and Village Clerk were also present.

Mayor Pinto urged any resident that has logged on to the "Go to Meeting" and may have a question to either speak up or type into the chat line.

**STATEMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS – Mayor Pinto received no response and announced that he will leave public comment open until the end of the meeting.**

**REGULAR AGENDA**

**1. Discussion and action on preventative steps for COVID19 – Coronavirus. (Village Manager)**

The Village Manager reported on the daily Palm Beach County Emergency Operations Center calls that are hosted by the Palm Beach County League of Cities where updates are given by the Palm Beach County Health Department to protect our residents. He said this emergency is like no other than we had to deal with. There are standard emergency guidelines in place but no specific policies which makes the daily telephone calls invaluable. The Village Manager reported that a banner is located on the Village's homepage directing residents to information for COVID-19. He explained the homepage setup, links to the Center for Disease Control and Palm Beach County Corona Virus Webpage, operational updates as well as on-line service links (i.e. Business Tax Receipts, RV Lot payment, registration for recreation for reserving a date after May 1<sup>st</sup>, permit information for Building, Engineering, Planning and Zoning, contact information for all the departments as well as Council and an employee link). He reported that the Code Enforcement Special Magistrate meeting for April has been cancelled. The Village Manager summarized the most recent Governor's Executive Order with the effective date of April 3<sup>rd</sup> at 12:01 a.m. The Village Attorney clarified the Executive Order does define and lists the essential activities despite the "Stay Home, Stay Safe" provision.

Councilman Valuntas asked if there was direction or recourse if residents do not abide by the Order. The Village Attorney responded the previous Orders consistently provide for State and Local law enforcement to be responsible and the Village Manager added that previous orders deem it as second-degree misdemeanors.

The Village Manager said the Village is open for business at this time but cautioned it may change. He reported that the biggest department that has stopped is Parks and Recreation, noting all parks, athletic facilities and activities are closed until further notice. The maintenance levels remain the same and under normal circumstances, April 1<sup>st</sup> begins the summer schedule however, at this time, we will remain on the winter schedule. He said the public is being refunded for recreational programs that have been cancelled and all community events in March and April are cancelled at this time. The Village Manager reported that Community Development lobby is closed but is open for business. Ring Video Door Bells have been installed at all lobby entrances in order for deliveries or to set up appointments.

Mayor Pinto confirmed that current construction projects would continue and there is no freeze on new Planning project applications. The Village Manager added that he is working with the Village Attorney on how to handle the meetings needing quasi-judicial hearings and will postpone if needed. The IS Department has set up 20 remote work computers, set up cyber security as well as trained employees. The Planning and Zoning and Engineering departments are holding all meetings via “Go to Meeting” virtual portals. The Village Manager stated there are 143 employees staffed, 154 budgeted that includes part-time, 44 employees are at home with reduced pay, 14 employees are doing remote work, four on Family Medical Leave and day-to-day employees have a choice to go on Personal Leave. He reviewed the six options that a federal law has been enacted for employees as well as the Village’s short-term disability program. The Village Manager expressed that this is very dynamic and the goal is to get as many employees as possible to work remotely in the coming weeks.

Captain Naujoks commented that PBSO’s goal is to educate the public first and if necessary take law enforcement action. He added that it is usually only taken in the extreme circumstance.

Mayor Pinto addressed the upcoming Council meeting, confirmed with the Village Attorney that we have met the requirement of holding one Council meeting per month and received consensus to cancel the April 16, 2020 Council Regular Meeting with the next Council Regular Meeting scheduled for Thursday, May 21, 2020. The Village Attorney further explained how to notice and handle quasi-judicial hearings (i.e. Council and Planning and Zoning Commission) remotely. Councilman Valuntas confirmed that the 16 scholarship interviews will be held remotely on April 4<sup>th</sup>. The Parks and Recreation Director stated the next two big events are Memorial Day and 4<sup>th</sup> of July and it was confirmed that Memorial Day falls in this time frame and will be cancelled. The July 4<sup>th</sup> celebration will be evaluated at a later date.

Mayor Pinto again asked for public comment and received no response.

## **ADJOURNMENT**

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Mayor Fred Pinto

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Diane DiSanto, Village Clerk