

**Town of Grottoes  
Workshop Meeting**

**CALL TO ORDER:** The Town of Grottoes Town Council held a workshop meeting on Monday, March 9, 2020, at 6:00 p.m., with Mayor Emily Holloway presiding.

**ATTENDANCE:** Council Members present were: Jo Plaster, Mark Keeler, Tim Leeth, Joshua Bailey, C.W. Stephenson and David Raynes.

**Other Town Officials present were:** Town Manager Nathan Garrison, Town Attorney Nathan Miller, Town Clerk Tara Morris, Town Treasurer Rhonda Danner, Public Works Director AJ Hummel, Parks Director Ashley Collier, and Police Chief Thomas James.

Mayor Holloway stated the first item on the agenda is the committee discussion for the remainder of 2020. Mayor Holloway said everyone received an email about committees and some suggestions and thoughts on that. She stated that she added that to the agenda to discuss how we want to proceed for the remainder of this year. Mayor Holloway asked if we wanted to scrap the committees and to have all of Council completely involved with everything. Councilman Tim Leeth stated that he is ok with the way the committees are. Councilman Joshua Bailey stated that he doesn't feel that seniority is a qualification for a committee and doesn't feel like we have utilized the Council to its full potential with the ways these committees are set up. Mayor Holloway asked if he was okay with having an additional meeting so that committee information could be discussed. Councilman Joshua Bailey stated that was fine with him but its what everyone wants to do. He said that he feels there have been discussions, promotions, demotions, salaries, things like that that have not been discussed with the whole Council and he said that is what Code 3711A1 of the of the Commonwealth is there for. He said it's not for a committee of a couple people to decide and then ask for the rest to approve it. He said he doesn't want to be sued over someone else's decision. Councilman Joshua Bailey said he knows sovereign immunity covers him, but he still can be civilly sued because of decisions a couple make. Councilman Joshua Bailey stated that he knows there has been talk of a Council Code of Ethics and feels he should be able to express his concerns or feelings to this governing body which he governs with or else this is called a Council gag order. He stated as far as ethics goes, he has abstained from votes for the fire department and little league, so he feels that he is making ethical decisions serving on this Council. Mayor Holloway said if I'm hearing you correctly it's really not committees that's the problem it's the personnel committee.

She stated that if she has the right since she is the chair of the personnel committee, she will just call a special called meeting when a meeting is needed instead of a personnel committee meeting. Mayor Holloway stated that she wants to be able to move forward effectively for the Town. Councilman Mark Keeler stated that he is not in favor of axing one committee and keeping the rest. He has mentioned in the past about more communication between the committees and council. Councilman C.W. Stephenson said we are only focusing only on hiring and firing which is a small portion of the personnel committee. He said the employees are the backbone of this Town and when it came to evaluations, we were just given the recommendation and not their evaluation. Mayor Holloway stated that as a Council member you can see an employee's evaluation at any time. Councilman C.W. Stephenson said that with these evaluations we need to use them to make us, the Town, better. Councilman Mark Keeler stated that he agrees and feels like that is why he would like for this council to come up with procedures to be reaffirmed every year. Councilman Joshua Bailey said that is one of the things he brought up a while back was wanting the personnel handbook to match the Town Code. He said that is Chapter 4 of our codebook and asked why we can't take this small chapter and fix it like I brought up a while back. He said if I am not allowed to by a council code of ethics to express those things, we wouldn't be doing evaluations, we wouldn't have paid the town hall off because I brought that up. He said I should be able to speak to this governing body because we have made positive change by me doing that. Councilman Joshua Bailey said that he thinks we need to go back and fix the codebook to match the personnel handbook. He said we don't need to make more things that don't get followed we just need to correct what we have present. Councilman Joshua Bailey stated that we have changed the face of government, but we have never changed the codebook to accommodate that. Councilwoman Jo Plaster stated that she sees that there are emails going out as communication and there is no response and said that she feels we all need to get better with our communication. Councilman Mark Keeler said that he feels communication is the key and says he feels as a Council member he wants to know about every hiring and firing but the question is do we all want to be a part of the decision. He said having workshop meetings before the actual meeting is a huge accomplishment. He said there were times that the first time you heard about something there was a vote and no discussion and now we are discussing things in the workshop. He said the reports we get from the manager also gives us information that we may not know, but he is still getting information from citizens that as a councilperson he should know so we still need to work on cleaning that up. Councilman Joshua Bailey stated that he feels we are making positive change and feels that that is the reason that everyone on

this council ran for the position. Councilman Mark Keeler said that if anyone has questions on how things proceed then he would like them to bring it to the retreat so they can discuss council procedures. Mayor Holloway said we need a motion on clearing up the codebook to match what our handbook says we do. Councilman Joshua Bailey made a motion to revise and update Chapter 4 of the code of the Town of Grottoes. Councilman C.W. Stephenson seconded the motion. Council members Jo Plaster, Mark Keeler, Tim Leeth, Joshua Bailey, C.W. Stephenson and David Raynes voted in favor of the motion, motion carried.

Mayor Holloway said next need to decide on whether we are going to eliminate the personnel committee or are we going to open them up to everyone. Town Attorney Nathan Miller said if we want to eliminate the personnel committee, we will have to change the codebook because it is listed as a standing committee. Councilman Mark Keeler stated that he would like anything that is going on be as transparent as possible. Mayor Holloway said that when a committee meeting is needed, she will call a special meeting. Councilman Joshua Bailey said that he wants to make sure we are doing our due diligence in recruiting and hiring personnel. He stated that we had a position open for a while and not all of council knew what was going on during the process. Councilman Mark Keeler said that he feels communication is the key. Mayor Holloway stated that we will not need a motion if she is hearing the consensus being more communication from the committee and nothing is being changed at this time.

Mayor Holloway stated that the Council will have the retreat this Saturday, March 14, 2020 from 8:00am until 12:00 pm. She stated that Town Manager Nathan Garrison will have a draft of the budget to review and we will also talk about the Covid-19. She asked if anyone had anything else for the agenda.

Mayor Holloway stated that we will not have time for the police department strategic plan. Town Manager Nathan Garrison said that we can put that on the agenda for Saturday's Retreat.

Mayor Holloway stated committees can give updates during the regular council meeting and asked Rhonda to go over the Treasurer's report during that time.

Mayor Holloway stated that we are out of time and adjourned the meeting.

Mayor Holloway called the March 9, 2020 meeting of the Grottoes Town Council to order and welcomed citizens. Town Clerk Tara Morris called the roll. Mark Keeler, Joshua Bailey, Jo Plaster, Emily Holloway, David Raynes, C.W. Stephenson, and Tim Leeth were present. Also present were Town Clerk Tara Morris, Town Attorney Nathan Miller, Town Manager Nathan Garrison, Public Works Director AJ Hummel, Parks Director Ashley Collier, Town Treasurer Rhonda Danner, and Police Chief Thomas James.

Councilman David Raynes made a motion to approve the minutes from the workshop meeting on February 10<sup>th</sup> and the Town Council meeting minutes from February 10, 2020. Councilman Mark Keeler seconded the motion. Council members Mark Keeler, Joshua Bailey, Jo Plaster, David Raynes, C.W. Stephenson and Tim Leeth voted in favor of the motion, motion carried.

#### **FINANCE**

Town Treasurer Rhonda Danner reviewed the monthly financials with the Council and asked if anyone had any questions. No questions were asked.

Councilman David Raynes made a motion to approve the Treasurer's report for February 2020. Councilwoman Jo Plaster seconded the motion. Council members Mark Keeler, Joshua Bailey, Jo Plaster, David Raynes, C.W. Stephenson and Tim Leeth voted in favor of the motion, motion carried.

Councilman David Raynes made a motion to approve the bills as of March 9, 2020 and the remaining bills paid in February 2020 totaling \$136,373.32. Councilman C.W. Stephenson seconded the motion. Council members Mark Keeler, Joshua Bailey, Jo Plaster, David Raynes, C.W. Stephenson and Tim Leeth voted in favor of the motion, motion carried.

#### **ORDINANCE, HEALTH AND PROPERTY**

Councilman Mark Keeler stated that the Planning Commission is continuing to work on updating the noise ordinance.

## **STREETS AND STREET LIGHTS**

Councilwoman Jo Plaster stated that the committee is looking at sidewalks and what needs repaired and where new sidewalks should go.

## **PARKS, RECREATION AND PUBLIC FACILITIES**

Councilman C.W. Stephenson stated that the pool renovation is still on schedule and asked if Ashley had anything to add. Parks Director Ashley Collier stated that the pool quote originally came in for \$311,000.00 and we are actually looking at the project cost being about \$19,000.00 below the original quote. She said they are planning to plaster the pool starting March 26, 2020 and they should be done by mid-April.

## **SPECIAL EVENTS**

Councilman Tim Leeth announced the Grottoes Fire Department will be having Sunday Lunch on March 15<sup>th</sup> starting at 11am. He stated that the Chief Charlie's Kids Fish Day is on Saturday, April 4<sup>th</sup> from 9:00 am until 2:00 pm at Mountain View Park. Then on Saturday, April 11<sup>th</sup> we have the Grottoes Little League Opening Day at Mountain View Park and the Grand Caverns Easter Egg Hunt starting at 10:00 am at Grand Caverns Park.

## **PERSONNEL, FIRE AND POLICE PROTECTION**

Police Chief Thomas James announced the hiring of Office Jason Bibeau as a new full-time officer. He stated that he has 16 years of service and currently lives in Fishersville.

Town Manager Nathan Garrison stated that the two new police cars have arrived.

With no further business to discuss, Mayor Holloway adjourned the meeting.

**Town of Grottoes  
Council Retreat**

**CALL TO ORDER:** The Town of Grottoes Town Council held a Council Retreat on Saturday, March 14, 2020, at 8:00 a.m., with Mayor Holloway presiding.

**ATTENDANCE:** Council Members present were: Emily Holloway, Jo Plaster, Mark Keeler, Tim Leeth, and David Raynes.

**Other Town Officials present were:** Town Manager Nathan Garrison, Police Chief Thomas James, and Town Clerk Tara Morris.

Mayor Holloway stated that the first item for discussion is the budget. Town Manager Nathan Garrison reviewed the proposed budget for FY2021. He went through all departments projected income and expenses. Town Manager Nathan Garrison stated that there was no increase in the health insurance premium this year. He said raises need to be discussed and said that all the evaluations have been done. Town Manager Nathan Garrison said that there is a transfer for \$53,000.00 for an excavator for the maintenance department. He said this money is from the sell of the trash truck. He also stated another capital project was to pave and stripe the parking lot at the little league fields. Town Manager Nathan Garrison stated that the increase in donation for emergency services is included in the budget. He stated that the professional services budget went down due to cancelling the cleaning contract. Town Manager Nathan Garrison stated under the police budget they have requested \$3,000.00 for a public relations/ education budget. This is being requested for increased awareness and police promotional items for events. He stated that Chief James has also requested more money into the training budget. Town Manager Nathan Garrison stated that Chief James would like to purchase new badges for the officers and has requested a speed sign. He said those items can be purchased with the 599 Funds. Town Manager Nathan Garrison stated that under the highway expenses Public Works Director AJ Hummel has requested a new computer/ tablet for the maintenance office. Other equipment requested was a new utility truck and an UTV. Town Manager Nathan Garrison stated these items can be split between highway, water and sewer. Town Manager Nathan Garrison stated the only change for water and sewer is the 1.9% increase on the per thousand rate. He stated that expenses for water included the \$7,000.00 to replace two fire hydrants. Town Manager Nathan Garrison stated that we are still in contract with Waste Management for refuse so there shouldn't be any changes in those fees. Town Manager Nathan Garrison stated that Ashley is planning to present the parks strategic plan in

April. He stated that she would like to renovate the Caverns Entrance Building. Councilman Mark Keeler asked if we had additional money budgeted for donations to other groups. Town Manager Nathan Garrison stated that all donations come out of the Admin budget for donations.

Mayor Holloway said the next item to discuss is the Coronavirus. She stated that she has been receiving call from employees regarding the heightened alert over the coronavirus. She stated the concern is with all the tourism at Grand Caverns and when giving tours the area is confined. Mayor Holloway stated that there are several areas of concern that need to be discussed. She said kids are out of school for two weeks and the weather is getting nice, so she asked what we are going to do about our parks. She stated that as fast as things are changing with this virus she feels that we need to make plans on how to proceed forward but the first thing we need to do is to act on Grand Caverns and what we need to do there. Councilwoman Jo Plaster stated a lot of places that you go have hand sanitizer out and said she not sure we should close down but we should increase awareness for hygiene. Town Manager Nathan Garrison stated that we have been wiping surfaces throughout the day and have hand sanitizer at several places. He said that he has talked to private owned caves and at this time they are not closed. He said that the welcome centers along the interstates are closed until the end of the month. Town Manager Nathan Garrison said that parks in the area are still open for people to use. He stated that the concern with Grand Caverns is the cave tours with that being an enclosed area and with all the tourism it brings. He stated that ideally, he would recommend that we are following what Rockingham County does since they are the ones receiving the updated information but they do not own a cave so we will have to discuss this. Mayor Holloway said that she feels that following the County is a good idea but agrees that we have to keep the safety of our employees in mind. Councilman Tim Leeth said that the problem is it is a confined space. Mayor Holloway asked if we close the cave can we use the employees for other tasks so they can continue to get paid. She said she doesn't want to create a financial problem for our employees during this already trying time. Town Manager Nathan Garrison said that he had asked Ashely to give him approximate pay for tours guides for the next two weeks and the information she gave him was approximately \$2,700.00 for the next two weeks. Councilman Tim Leeth made a motion to close the cave effective immediately through March 31, 2020 to evaluate further the last week of March due to the Coronavirus. Councilman Mark Keeler seconded the motion. Council members Tim Leeth, David Raynes, Jo Plaster, Tim Leeth voted in favor of the motion, motion carried.

Councilman Tim Leeth stated that we should follow Rockingham County regarding Parks. He said now his question is what about the Town Hall. He stated that we have a drop box for ones that do not use online. Councilman Mark Keeler said that Councilwoman Jo Plaster just mentioned the library. He suggested we look at the use of the building and if we need to act on that. Councilman Tim Leeth stated that he agreed with Mark and we should not allow the use of the building for bluegrass, library activities, rentals and exercise groups to the end of the month. Mayor Holloway said that she doesn't feel we need to shut down operations, but we should post a sign asking people to use the drop box for payments. Mayor Holloway asked about kid's fish day. Chief James said everything is ready for the event except for getting prizes which we get 2 days before the event. Councilman Tim Leeth asked if we could postpone it. Chief James stated that we could not because the Department of Game and Inland Fisheries schedule the fish for that day, and they won't do it in the summer because of the water temperature. Mayor Holloway said that we need to pick a time to meet whether it's in person or a conference call to discuss grand caverns and the upcoming events. The decision was made to meet in person, if possible, on Monday, March 30, 2020 at 6:00 pm to discuss the Coronavirus. Councilman David Raynes asked if these rooms were being shut down right away or when because he has the room scheduled for Sunday. Town Manager Nathan Garrison said that he would say it should not be used.

Mayor Holloway stated the next item is the police strategic plan. Police Chief Thomas James handed out copies of the strategic plan for the police department. He began by saying when he started in June he purchased some promotional items to hand out to the kids at the lawn party, Halloween and other Town events and feels this is something he would like to continue to do. Chief James stated he is requesting a public relations/education budget of \$3,000.00. Chief James stated that the next item he is working on is uniforms. He stated that he attended a Chief's meeting and looking around the room everyone has the same badge. He said he has worked with a company to design a badge for the Town that incorporates the Town seal and makes our badge unique. He said they would waive the \$600.00 set up fee if we purchased 25 badges that would be \$1,900.00. Chief James stated he would like to purchase soft uniforms for the officers. These would be used when the officer goes to training or public events. He stated that we currently do not have a soft uniform for our officers. Chief James said this would cost approximately \$250.00 to outfit each officer which would include one long sleeve shirt, one short sleeve shirt, trousers, hat and belt. Chief James stated that he would like to purchase nylon duty gear for when the officers go to the range and

trainings because this would prevent the patten leather duty gear from being tore up. He said to outfit each officer it would cost about \$160.00 each. Chief James stated that the body armor would cost about \$762.00 per officer. He said he would like to purchase over a five-year period and the money could come out of the 599 funds. Chief James said that the speed sign allows the officers to collect data on how fast vehicles are going in an area. He said there is also a handheld device called Lidar that he would like to purchase. He said that it is difficult to run radar along some of the streets because you must be sitting in people's yards. This way you can stand and see how fast someone is going before they see you. Chief James said that the next item in the strategic plan is vehicles. He said after next year we will be where we need to be with the fleet of vehicles, and this will also help keep the maintenance cost down. Chief James stated that last year the training budget was for \$1,000.00. He said that he is requesting \$4,000.00 to allow more training opportunities for the officers. Town Manager Nathan Garrison said he has increased the training budget from \$1,000.00 to \$2,500.00 for the FY21 year but if Council wants to raise it to the \$4,000.00 that Chief requested then it would be \$1,500.00 less going into admin savings. Councilman Tim Leeth stated that he would be in favor of increasing the training to \$4,000.00. Councilman Mark Keeler and Jo Plaster agreed. Chief James stated that he would like to start a Master Officer Program. He stated that he has a guideline of the criteria to apply and they would have to maintain. He said if the officer meets and maintains the standards then he is requesting a 4% raise for the Master Officer for a year. He said this is something that would have to be applied for every year. Chief James said that this would be implemented for the FY22 budget. Chief James said you can see from the pictures of the bathroom that the flooring needs to be replaced. He said an estimate cost for the repairs would be \$1,500.00. Chief James said many times he has seen people just wandering around various places in the building. He said not only is it their job to keep the citizens of the Town safe, but we need to keep our work environment safe too. Chief James said there is a lot of space when you come into the police department and he would like to put a wall up in the front, with a window, and still have a seated area for citizens to wait for an officer. Town Manager Nathan Garrison stated that he agrees and strongly feels we need to look at doing something in the front office too. Council agreed that something needs to be done to eliminate the free roaming of the building. Chief James stated that is all he has for his strategic plan.

Mayor Holloway stated that the next item for discussion is Chapter 4 update. Town Manager Nathan Garrison said that the Attorney asked for some guidance on what all we wanted in chapter 4. Councilman Mark

Keeler asked if there was anything in our code or charter that explains the functions of the Council. He said he is finding that other localities are including it in the administration chapter or in their council procedures, that would get reaffirmed every year. Councilman Mark Keeler stated that we have talked about an ethical code and he said he doesn't feel we could do any better than what VML already has out and its call The Ethical GPS - Navigating Everyday Dilemmas. Councilman Mark Keeler handed a copy of the VML sheet out to everyone. Councilwoman Jo Plaster said she feels it's a good idea because it is very important how we handle ourselves around each other and the citizens. Councilman Tim Leeth stated that he agrees and feels even though we can't hold someone accountable, but it doesn't hurt to reaffirm a code of conduct to Council each year. He stated that infuriates him that citizens have made comments to him about things that have been discussed behind closed doors. Councilman Tim Leeth stated that he also agrees with Councilman Bailey that the Chapter 4 section in the code needs to be updated to relate with the handbook. Town Manager Nathan Garrison stated that we need to work on two different documents. The first would be to update chapter 4 of the codebook and then draft a Council procedure that can be reaffirmed by Council each year. Mayor Holloway asked everyone to look over chapter 4 and send any suggested revisions to Nathan and Tara to revise.

Mayor Holloway said that she has received an email from a reporter at the Daily News Record who wants to see if there was anything coming up or a business to spotlight. She asked Council to think about this and let her know.

With no further business to discuss, Mayor Holloway adjourned the retreat.

Mayor Holloway called the Special Town Council Meeting for Monday, March 30, 2020 to order at 6:00 pm. Mayor Holloway stated that due to the Covid-19 the Town of Grottoes is meeting electronically pursuant to section 2.2-3708 of the Code of Virginia. Town Clerk Tara Morris called the roll. Members present were Joshua Bailey, Tim Leeth, Jo Plaster with Mayor Holloway presiding. Councilman Mark Keeler teleconferenced into the meeting. Other members present were Town Clerk Tara Morris, Town Attorney Nathan Miller, Town Manager Nathan Garrison, Public Works Director AJ Hummel, Parks and Recreation Director Ashley Collier and Police Chief Thomas James.

Mayor Holloway stated there is no public comment on the agenda for citizens and if they have questions regarding this meeting to please email or call the Town Office during regular business hours.

Mayor Holloway stated that we will start with the Electronic Participation Resolution. Town Attorney Nathan Miller stated that a Council member can call in to a meeting twice per year. Councilman Joshua Bailey asked in Section 1 it states that if you cannot attend you have to call and specify the medical reason of why you cannot be there. He said he feels like that is a violation of HIPPA. Town Attorney Nathan Miller stated all you are required to do is call and say a medical emergency. Councilman Joshua Bailey asked if this resolution applies to the Planning Commission. Town Attorney Nathan Miller stated that this only applies to the Town Council. Town Attorney Nathan Miller said that you must have a quorum present in person for a person to call in under normal business proceedings. Councilwoman Jo Plaster made a motion to approve the resolution for electronic participation from remote locations. Councilman Tim Leeth seconded the motion. Councilman Joshua Bailey asked if we could still vote on this since we do not have a quorum present at the table. Town Attorney Nathan Miller stated that we can because we are operating under the State of Emergency. Councilman Joshua Bailey stated that he doesn't agree with electronic meetings under normal circumstances and is going to vote that way. He stated that he feels you should be here to face the public and be here in person. He stated that he understands its different with the pandemic going on. Town Clerk Tara Morris took a roll call vote: J. Bailey; Ney, T. Leeth; Yea, J. Plaster; Yea, M. Keeler; Yea, motion carried.

Mayor Holloway stated that next on the agenda is the consideration of an ordinance assuring continuity in the government of Grottoes, Virginia, during the Covid-19 Pandemic. Town Attorney Nathan Miller stated that this is only effective for six months and would have to be renewed, if need be. He stated that this ordinance was sent from VML and is being used throughout the state. Town Attorney Nathan Miller

stated that the Town is covered under Rockingham County, but he feels better in knowing that the localities he presents is covered. He stated that if the Government cancels the Emergency, we can dismiss this ordinance. Councilman Joshua Bailey stated that he thought we was already covered with the code sections we already have. Town Attorney Nathan Miller stated that we couldn't do what we are doing tonight by not allowing the public in or having a quorum at the table under a normal emergency but under this pandemic we have been given the authority to operate this way so we don't spread the pandemic. Councilman Tim Leeth made a motion to adopt an uncodified ordinance to establish methods to assure continuity in the Town of Grottoes government and conduct of the Town Council meeting during the COVID-19 Emergency, as authorized by the Virginia Code §15.2-1413 and 1427. Seconded by Councilwoman Jo Plaster. Councilman Joshua Bailey stated that he is not trying to downplay this pandemic, but this Town has been here since 1892 and there have been other pandemics and we haven't had anything like this. He said he knows they didn't have electronics back then but what did they do; probably did not come to a meeting. He said he can't support this either because he feels that with H1N1 when we had electronics and it killed thousands of people, we didn't go to these extremes. Town Clerk Tara Morris took a roll call vote: J. Bailey; Ney, T. Leeth; Yea, J. Plaster; Yea, M. Keeler; Yea, motion carried.

Mayor Holloway stated that next on the agenda is Covid-19 operations. Mayor Holloway said we scheduled this meeting out our retreat but since then many things have changed as far as the governor closing certain businesses. She stated that we need to discuss Grand Caverns and events for the Town. Mayor Holloway said that everyone should have a copy of both executive orders. Mayor Holloway said in her conversation with Chief James that the police department will not be stopping people to see where they are going. Chief James stated that was correct. Mayor Holloway said that due to the Executive Order #55 Grand Caverns Cave should remain closed through June 10, 2020 unless the order is rescinded. Town Manager Nathan Garrison stated that with that we have left the park and playground areas open. He also said that we have continued to let the park staff work and he didn't know if we wanted to continue that since we are looking at another two months. Parks Director Ashley Collier said that she has come up with some options but after the Governors order today she thinks its best if we furlough the employees. Mayor Holloway asked why she come up with that as the best option. Parks Director Ashley Collier said the other option was keeping them on doing odd end jobs and making a schedule based on the last two months of work history. She said all the jobs we would have them doing would be non-essential jobs. She

said if they were essential jobs then she feels we could justify them being there. Councilman Tim Leeth asked how many part-time employees we are taking about. Parks Director Ashley Collier stated that she has 17 part-time employees. Councilman Joshua Bailey asked what we had the employees doing. Parks Director Ashley Collier stated that she had them painting curb blocks, painting picnic tables, inventory, and doing a lot of cleaning and sanitizing. Councilman Joshua Bailey asked if there is more work that she could give them to do. Park Director Ashley Collier said she can find things for them to do. She said some staff has said they would be willing to learn to mow to help maintenance out. Councilman Joshua Bailey said that he would like to be able to work them so the part-time employees who depend on their checks will still get them. Councilman Tim Leeth thanked Ashley for her recommendation and felt it was the right one but stated if we can keep these part-time employees working so they can still get their checks it would be better for them. Councilwoman Jo Plaster agreed that if we have jobs that can be done, we should not furlough the employees. Councilman Joshua Bailey made a motion to retain our part-time park staff to do essential functions of the Town in continuity of government during the Covid-19 pandemic to re-evaluate monthly. Seconded by Councilman Tim Leeth. Town Clerk Tara Morris took a roll call vote: J. Bailey; Yea, T. Leeth; Yea, J. Plaster; Yea, M. Keeler; Yea, motion carried.

Councilman Joshua Bailey asked if we are going to keep the playground equipment open. Mayor Holloway stated that we need to discuss if we are going to close the playground equipment at our parks. Councilman Joshua Bailey said they he would suggest we put up a sign that says play at your own risk and have the part-time employees use some disinfectant to wipe down the surfaces. Mayor Holloway said she agrees she feels that people must take personal responsibility for things. Parks Director Ashley Collier said that she has placed signs up around the park that says per Governor Northam's order gatherings of 10 or more people are banned. Mayor Holloway asked if we could put on the sign play at own risk or the Town is not liable. Councilwoman Jo plaster said that she has witnessed people keeping the social distance walking the trails. She stated that she seen one family at the playground, and they were wiping down the surfaces, so she feels people are trying to do their due diligence. Councilwoman Jo Plaster stated that she agrees to keep the parks open at this time.

Councilman Joshua Bailey said that he feels we need to address how to handle if an employee may have come in contact with someone with Covid-19. Mayor Holloway said at the retreat we had said if you have symptoms and you go to a provider whether they test you or not if they

recommend that you self-quarantine than you wouldn't have to use your vacation or sick time. She stated that we had a situation that we were contacted by health professionals that notified us of an employee being in contact with a positive case and the decision at the time was to send the employee home. She said we found out later that it was not a positive case and the employee was allowed to return.

Mayor Holloway asked if the Town falls under the Family's First Coronavirus Response Act. She stated that this addresses if an employee can't come to work because they don't have child care for their children because school is closed. It also covers if an employee must care for a family member who is sick with the virus or who is quarantined. Town Attorney Nathan Miller said that he feels that we would fall under this act. Mayor Holloway read over the act and said she would email it to everyone to review. Town Attorney Nathan Miller asked her to send it to him and he will review it and get back with Town Manager Nathan Garrison. Mayor Holloway asked a question we need to know is what age childcare does this cover.

Town Manager Nathan Garrison said that we will not be assessing late fees or cutting peoples services off during this time. He said that the restaurants and hair salons have been hit hard and was wondering if we wanted to try to assist in anyway. He said that talking with office staff we thought we could waive a utility bill for the salons to help them out. He said a thought for restaurants would be to return their meals tax after collected. Council decided to discuss this more at the April meeting.

Town Manager Nathan Garrison stated that all April events have been cancelled and we will look at the May events at the April meeting.

With no more business to discuss Mayor Holloway adjourned the meeting.