

TOWN COUNCIL WORK SESSION MINUTES
Teleconference via GoToMeeting
Wednesday, April 22, 2020
3:30pm

Mayor Paulin, Vice Mayor Sitoula and Councilman Albright met in work session via teleconference on Wednesday, April 22, 2020. Also, in attendance were Town Manager Ryan Hicks and Town Clerk Andrea Brady. The meeting was open to the public via the GoToMeeting site.

March 30, 2020 Closed Session – Monday, March 30, 2020, the Mayor, Vice Mayor and Town Manager held a closed session at 4:30pm per Statutory Authority for Closed Session §3-305(b)(1) to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; or any other personnel matter that affects one or more specific individual. The Council reviewed Town Council applications and discussed essential employee compensation during COVID-19. The Council will appoint Randy Albright to the vacant Council position and will institute time and a quarter for essential employees during the duration of COVID-19. The closed session adjourned at 4:41pm.

COVID-19 Update – Town Manager Hicks gave an update on Town operations during COVID-19. Currently no employees have come down with the virus, but Town Manager Hicks has had a couple of employees off at a point just as a precaution. The Town staff is not large enough to split crews and shifts but things are operating successfully with the crew as is. Office staff is generally teleworking and coming in at least once a week. Mayor Paulin asked about the Town's personal protection equipment. Town Manager Hicks explained that public works is required to wear facemasks, and they have been assigned individual vehicles. If more than one employee is in a vehicle, they must wear a mask at that time as well. Vehicles are being cleaned every day and we are doing everything we can to keep employees separated and distant. Town Manager Hicks is working on ordering an additional 120 masks through Cintas and will order more following a test run of the product.

Zoning Ordinance Public Hearing Status – Town Manager Hicks added this to the agenda to keep fresh it in everyone's mind, that we will need to eventually hold the hearing to adopt and officially update the ordinance. Councilman Albright asked if there have been requests for changes to the ordinance. Town Manager Hicks explained that all requested changes have already been incorporated into the ordinance. Vice Mayor Sitoula explained that people have requested to be able to raise chickens which was also included in the ordinance. The Council will set the date for the hearing at a future meeting and they anticipate holding it within the next 2 months.

Town Hall Status – Town Manager Hicks gave an update on the Town Hall's operating status. At this time, the Town Hall is closed to the public but is continuing with daily operations. The Town Hall is still mail and deliveries. Town Manager Hicks stated that the ladies are doing a great job teleworking and answering all calls from home, and they are taking care of business without any hiccups. Town Clerk Brady was able to set up the phone system for teleworking. So

far, the Town Hall is functioning without an issue with the doors closed. The office staff has alternated days in the office to allow for certain tasks that must be completed onsite. Town Manager Hicks may like to continue allowing telework once we get passed COVID-19. The Council briefly discussed pavilion operations. Town Manager Hicks assured the Council that all vacant Town facilities are checked daily.

May Town Meeting Agenda – No changes or additions. The Council did not feel it was necessary to add COVID-19 to the agenda at this time since all pertinent information is available on the Town’s website.

Roundtable:

Mayor – Mayor Paulin has emailed a couple of local businesses, they are open to holding a Zoom meeting to discuss their needs, and how they are doing during COVID-19. Mayor Paulin would like to include the County to discuss the programs they have implemented to assist businesses at this time. The Council will work on scheduling a date and time that works for the majority. Town Manager will be providing the Council with additional information prior to that meeting that will outline utility billing of local businesses. Town Manager Hicks also discussed a potential loss of revenue in income taxes that needs to be taken under consideration before waiving any fees.

Vice Mayor – Vice Mayor Sitoula spoke about the importance of trying to support local businesses during COVID-19, and the food trucks that are coming into Town. Vice Mayor Sitoula encouraged everyone to do what they can to support businesses. Vice Mayor Sitoula has been participating in the Rotary Club of La Plata meetings and they are offering meals to first responders, medical personnel, and essential employees. Vice Mayor Sitoula will work with the Rotary Club to see if this could be provided for the Town’s Public Works staff. Town Manager Hicks suggested that if the Public Works staff is not able to receive lunch from the Rotary Club, that the Council should consider occasionally providing lunch or breakfast as a thank you. The Council agreed.

Councilman – Councilman Albright reported that he was sworn in at the Town Hall last week. Town Manager Hicks suggested doing something in appreciation of Ms. Hancock for coming to the Town Hall to handle the swearing in so quickly. The Council agreed.

Town Manager – None

Town Clerk – None

Mayor Paulin adjourned the work session at 3:48pm.


Andrea Brady, Town Clerk