

**TOWN OF YADKINVILLE  
BOARD OF COMMISSIONERS  
EMERGENCY MEETING  
LOCATION: COMMISSIONERS CHAMBERS  
213 VAN BUREN STREET  
YADKINVILLE, NC 27055  
TUESDAY, MARCH 24, 2020  
9:00 A.M.**

**OFFICIALS PRESENT:**

Mayor Eddie Norman

Commissioners:

Monta Davis-Oliver  
Tony Hall - Absent  
Richie Parker  
Scott Winebarger  
Chris Matthews – Via Telephone

**STAFF PRESENT:**

Town Manager: Perry Williams  
Assistant Town Manager: Shelia Weathers  
Town Clerk: Crystal Sprague  
Finance Officer: Dina Reavis  
Police Chief: Dawn Pardue  
Public Works Director: Jacob Swaim

Quorum requirements met – meeting proceeded.

**1. CALL TO ORDER**

The emergency meeting was called to order by Mayor Norman at 9:00 a.m.

**2. INVOCATION**

Mayor Norman offered the invocation.

**3. ADOPTION OF AGENDA**

*Commissioner Monta Davis-Oliver made a motion to approve the adoption of the agenda as presented. Commissioner Scott Winebarger seconded the motion and the motion passed unanimously.*

*Vote: 4/0*

**4. COVID-19 PERSONNEL EMERGENCY OPERATING PROCEDURES**

Mayor Eddie Norman began by saying that he ask Town Manager Perry Williams, Assistant Town Manager Shelia Weathers and Chief of Police Dawn Pardue to work on a plan to help the Town carefully plan and prepare for COVID-19 to protect our employees. A set of guidelines was sent to all employees on March 19, 2020, regarding travel, sanitation measures, and workplace protocols they should be following. Mayor Norman stated that the Personnel Emergency Operating Procedures in this plan will help us keep our Town facilities safe and operating as needed.

Town Manager Perry Williams passed out a copy of the proposed Personnel Emergency Operating Procedures for the Boards review. Mr. Williams thanked everyone involved in putting the plan together. Mr. Williams stated the goal was to put a plan into place to protect the employees and at the same time find a way to keep a healthy staff at each Town facility by rotating shifts. Mr. Williams said if the plan is approved each employee will be placed into a group at their facility, the groups will alternate weeks working.

Mayor Eddie Norman spoke next regarding employee salaries, he stated that since this is a situation our employees have no control over, and since employees are being asked to adjust their schedules to keep the Town running, he recommends that we continue with payroll as is. Town Manager Perry Williams informed the Board that we are planning on changing our timesheets if this plan is approved during this period so they will reflect administrative leave pay so if we do receive FEMA money we can be reimbursed under the State of Emergency.

Mayor Eddie Norman asks the Board what level we consider ourselves in as of today. Commissioner Scott Winebarger asks about monitoring employees before they come to work by performing temperature checks and asking questions regarding symptoms. Commissioner Winebarger believes the Town should begin the separation of workgroups immediately. Commissioner Richie Parker inquired about who would perform the monitoring, what kind of personal protective equipment this employee would have if we currently had any external scan thermometers, and how we would handle monitoring our weekend shifts. Mayor Norman asks Chief of Police Dawn Pardue if it would be possible to have an officer on duty at the Town Hall or Police Department to monitor employees each day on their way into work. Chief Pardue said the Police Department could begin monitoring employees, once we have our thermometers. *The Board agreed that until the Town could acquire some thermometers, and put a process in place that the Town would require that each employee be self-monitored and if they have any signs or symptoms that they would call their supervisor immediately for at least 30 days or until the Shelter in Place is lifted. The Board agreed to begin Level 2 protocol on March 25, 2020.*

*Commissioner Monta Davis-Oliver made a motion to adopt Article XIII - Personnel Emergency Operating Procedures effective immediately and also adopting that employees be paid while we are operating under the Personnel Emergency Operating Procedures. Commissioner Richie Parker seconded the motion and the motion passed unanimously.*

*Vote: 4/0*

Mayor Norman thanked Town Manager Perry Williams, Assistant Town Manager Shelia Weathers, and Chief of Police Dawn Pardue for all their hard work on this policy.

Mayor Norman inquired about securing the playground equipment at our Town Park and closing the bathrooms. *The Town Board agreed that we should rope off the playground equipment but leave the track open.*

Commissioner Monta Davis-Oliver asks about the email that Senator Sawyer sent out regarding listing 5 things that municipalities may need right now. The Board and Town

Manager Perry Williams discussed possible needs at this time, including masks, cleaning supplies, and personal protective equipment. Town Manager Perry Williams said he would check into any possible shortages we may have and email Senator Sawyer if any needs arise.

**5. TEMPORARY WAIVER OF FEES, PENALTIES, AND DISCONNECTION**

Town Manager Perry Williams spoke to the Board regarding suspending water/sewer disconnections, waiving fees and penalties due to the COVID-19 pandemic. *The Board agreed to waive these fees, penalties and suspend disconnections for the next 30 days.*

*Commissioner Monta Davis-Oliver made a motion to temporarily waive fees, penalties, and disconnection notices for the next 30 days. Commissioner Chris Matthews seconded the motion and the motion passed unanimously.*

*Vote: 4/0*

Mayor Norman asks Public Works Director Jacob Swaim if his department had any services they provided that we needed to halt during this time. Mr. Swaim said he had discussed some of the possible services to halt if the COVID-19 crisis was to get worse with Town Manager Perry Williams. *Mayor Eddie Norman and Commissioner Scott Winebarger both agreed that if the Governor is to issue a Shelter In Place this afternoon that we should only do repairs as needed and maintenance to keep the water and sewer operational and cut back or suspend any other services to keep our employees safe.*

Attorney Ben Harding inquired about next month's Board meeting and Mayor Eddie Norman said all meetings have been suspended for the next 30 days under the State of Emergency.

**6. ADJOURNMENT**

*With no further business to discuss, Commissioner Monta Davis-Oliver moved the meeting be adjourned. Commissioner Scott Winebarger seconded the motion, and the motion was approved unanimously. The meeting adjourned at approximately 9:37 a.m. Vote 4/0*



Eddie Norman, Mayor



Crystal Sprague, Town Clerk