

**Town of Garner  
Emergency Meeting Minutes  
March 15, 2020**

The Council will meet in an emergency session at 11:00 a.m. in the Council Chambers located at 900 7<sup>th</sup> Avenue.

**CALL MEETING TO ORDER/ROLL CALL:** Mayor Ken Marshburn

Present: Mayor Ken Marshburn, Mayor ProTem Kathy Behringer, Council Members Phil Matthews, Demian Dellinger, Gra Singleton, and Elmo Vance

Staff Present: Rodney Dickerson-Town Manager, John Hodges-Asst. Town Manager-Development Services, Matt Roylance-Asst. Town Manager-Operations, Rick Mercier-Communications Manager, David Beck-Finance Director, Mike McIver-Police Captain, Tony Beasley-Inspections Director, Joe Binns-Interim Police Chief, Fred Baggett-Interim Town Attorney, and Stella Gibson-Town Clerk

**PLEDGE OF ALLEIGANCE:** Mayor Ken Marshburn

**INVOCATION:** Council Member Elmo Vance

**OLD/NEW BUSINESS:**

Mayor Ken Marshburn has called an emergency meeting to review the recent information and directives from the Governor's Office related to COVID-19 and to discuss further processes, procedures, and actions which the Council deems appropriate to protect our citizens, and to enforce requirements consistent with the Governor's declaration of a State of Emergency.

Mr. Dickerson provided a detailed overview of steps taken to reduce the spread of the COVID-19 virus in response to the Governor's mandates and Council's direction.

Daily contact with Wake County EOC to discuss what resources the Town may need.

Distribution of information to staff.

Department Head meeting held to discuss crisis pandemic, event cancellations, employees coming to work, teleworking (may not have childcare), employees with no leave – how would we handle those and type of leave options.

Directives regarding use of leave, travel restrictions, teleworking. Elimination of some travel to conferences where there's large groups, tightly combined places (planes), something in place for all employees. Working with IT department on how we can accommodate teleworking.

Cancellation of Town events, meetings, Town and private programming.

Sanitizing stations throughout facilities, extra cleaning in some areas.

Planning conducting meetings through video conference.

Communications Department participating with Wake County and Durham to have consistent message. Built a Town of Garner COVID-19 webpage to publish information per CDC public health guidance. Town cancellations will also be posted there.

Wake County declared a State of Emergency March 13, 2020 which included Garner.

Council questions/comments:

If one of managers tests positive, will that shut down most of Town Hall? Mr. Dickerson response: guidance from medical public health officials would be needed.

Operations for staff, if one tested positive, would whole department be shut down? Mr. Dickerson response: Possibly, guidance from the public health would be required.

Finance department employees – The City of Raleigh will not be cutting water off, if it was necessary to close the department, payments could be made online or in the drop box. Mr. Dickerson response: One of the good things is the Town has a glass barrier between payment clerks and citizens.

If a Police Officer or Fire/Rescue tests positive, is there a plan? Interim Chief Binns response: If exposed, officers will be quarantined, and any others exposed will be required to work from home. Chief Battalion explained they have a location where staff who were exposed can go and minimal staffing would be identified. Interim Chief Binns explained the protocol for Police Officers and Fire/Rescue staff who were exposed to the virus. Law Enforcement and Fire/Rescue departments continually participate in a mutual aid agreement with other municipalities in the State to assist should they have staff who were affected and in quarantine. The Police Department has sworn individuals that they can pull from internally to run first responder calls to get through the first part.

High priority projects will be based on urgency; critical mission items would come first and the remaining would be prioritized. Some things may be delayed.

How are meetings of 100 or more handled? Interim Chief Binns response: a flyer for social gatherings is being distributed through the Chamber of Commerce.

Which events at Town facilities are still going to happen – Mr. Dickerson response: all Town sponsored events are canceled as well as rentals (Nature Center, shelters, etc.) if more than 100 people.

Meals on Wheels – Mr. Dickerson response: congregate meal was cancelled. The Senior Center will continue to be a distribution center for volunteers to pick up meals. Staff set-up where seniors can “grab and go” prepared meals to take with them.

Senior Transportation – Some seniors don’t have transportation, if a person needs a meal delivered would staff deliver. Mr. Dickerson response: staff will have to discuss; the Town does not administer the program.

Council setting policy/limitations – Could the Town have more restrictive measures than mandated by the governor? Mr. Baggett response: yes, for internal facilities/programs/events. In terms of mandatory set of regulations for gatherings/business, that would be after a state of emergency by the Town. Current state of emergency in the Town ordinance, doesn't give complete authority to control what goes on in the Town; it only applies to natural emergencies.

Solid Waste - Unprepared clean-up starts this week but may be pushed back. Public Works assessing the situation. Matt – no indication that will happen at this time. Trash, recycling and yard waste service will continue. The Public Works Director is in touch with Allstar Waste to discuss options should their employees need to be quarantined.

Impacts on reallocation of budget – Mr. Roylance stated that I.T. may have to buy some equipment. Mr. Dickerson response: At this time, there may be some technology needs based on the number of people who can connect to the system remotely.

Council commended the Management Team and staff for their hard work.

Staff continues to brainstorm things we might be able to do from a public side, but those are not vetted yet.

Action: Authorize Manager to spend money for IT; no need to wait on approval by Council. A budget amendment can be done later.

Mr. Dickerson thanked the Council for their support.

Adjourn: 12:41 p.m.