

THURSDAY, APRIL 2, 2020
TOWN OF SAWMILLS SPECIAL COUNCIL MEETING
6:00 PM

COUNCIL PRESENT

Mayor Johnnie Greene
Keith Warren
Clay Wilson
Melissa Curtis
Rebecca Johnson

STAFF PRESENT

Chase Winebarger
Julie A Good
Terry Taylor

COUNCIL ABSENT

Joe Wesson

CALL TO ORDER: Mayor Johnnie Greene called the meeting to order at approximately 6:01pm.

INVOCATION: Town Manager Chase Winebarger gave the invocation.

PLEDGE OF ALLEGIANCE: Mayor Johnnie Greene led the Pledge of Allegiance.

ADOPT AGENDA: Mayor Johnnie Greene asked for a motion to adopt the April 2, 2020 agenda.

Clay Wilson made a motion, and Rebecca Johnson seconded, to adopt the April 2, 2020 agenda. All were in favor.

APPROVE MARCH 17, 2020 REGULAR MEETING MINUTES: Mayor Johnnie Greene asked for a motion to approve the March 17, 2020 budget retreat meeting minutes.

Keith Warren made a motion, and Melissa Curtis seconded, to approve the March 17, 2020 regular meeting minutes. All were in favor.

APPROVE MARCH 17, 2020 CLOSED SESSION MEETING MINUTES: Mayor Johnnie Greene asked for a motion to approve the March 17, 2020 closed session meeting minutes.

Clay Wilson made a motion, and Rebecca Johnson seconded, to approve the March 17, 2020 closed session meeting minutes. All were in favor.

PUBLIC COMMENT: Mayor Johnnie Greene asked if anyone had any questions or comments at this time.

No one wished to speak.

RECOGNITIONS:

RECYCLE REWARDS WINNER: Mayor Johnnie Greene announced that after checking numerous accounts on the computer generated list, Public Works Director, Ronnie Coffey, could not find a recycle rewards winner for April.

No Council action was required.

DISCUSSION:

TEMPORARY ADDITION TO THE TOWN OF SAWMILLS PERSONNEL POLICY DURING THE COVID-19 PANDEMIC: Mayor Johnnie Greene stated on March 20, 2020 Town Manager Chase Winebarger spoke with him regarding the COVID-19 Pandemic and the current Town of Sawmills Personnel Policy. Mayor Greene spoke with Council on March 22, 2020 regarding a Temporary Addition to the Town of Sawmills Policy during the COVID-19 Pandemic, attached hereto, and a vote was taken by straw vote on March 22, 2020 as follows:

Keith Warren, at 12:30pm, voted in the affirmative;
Melissa Curtis, at 12:37pm, voted in the affirmative;
Clay Wilson, at 12:38pm, voted in the affirmative;
Rebecca Johnson, at 12:40pm, voted in the affirmative; and
Joe Wesson, at 1:00pm, voted in the affirmative.

Clay Wilson made a motion, and Keith Warren seconded, to add the Temporary Addition to the Town of Sawmills Policy during the COVID-19 Pandemic attached hereto. All were in favor.

PUBLIC COMMENT: Mayor Johnnie Greene asked if anyone had any questions or comments at this time.

No one wished to speak.

UPDATES:

APRIL CODE ENFORCEMENT REPORT: Town Planner Hunter Nestor stated that there are nine (9) code enforcement cases open:

- Carolyn Bray/Robyn Brittian, owner 2570 Baker Circle. Abandoned Mobile Home/Garbage and Rubbish. Town Planner Hunter Nestor stated that he is working with Town Attorney Terry Taylor to abate the property. Town Planner Hunter Nestor also stated that he will treat this as a Junk and Debris and not minimum housing. If so, the Town can proceed to abate after thirty (30) days of notice. Town Planner Hunter Nestor stated that he got a quote that will demo entire trailer and haul off all debris including our equipment, labor and fees. Town Planner hunter Nestor stated that the quote is four thousand one hundred dollars (\$4,100.00). Town Planner Hunter Nestor stated that staff plans to abate this in the current budget year, in the spring of 2020;
- Timberline Lumber Company, 4221 US Highway 321A. Overgrown Vegetation/Property Maintenance. Town Planner Hunter Nestor stated that he received a complaint on July 2, 2019, and original NOV letter was sent July 16, 2019 and no response or no progress as of August 8, 2019. Second NOV letter was sent on August 8, 2019. Town Planner Hunter Nestor stated that he never received any response from owner, but some progress had been made. Town Planner Hunter Nestor stated that he received a telephone call complaint about the property and the individual was informed that a written complaint would need to be submitted to investigate the property. Town Planner Hunter Nestor stated that he received the written complaint on February 18, 2020;
- Debra Rose, 4284 Trojan Ln. Dangerous Dog/Animal Creating a Nuisance. Town Planner Hunter Nestor stated that he received a complaint on November 26, 2019 about multiple dogs running around with no leash in a neighborhood. Town Planner Hunter Nestor stated that the complaint stated that the dogs were digging holes, habitual barking, howling and whining through the night and creating a physical threat to neighbors and other animals. NOV letter was sent on December 3, 2019, with a deadline of December 19, 2019. Town Planner Hunter Nestor stated that there was no response from the owner. Town Planner Hunter Nestor stated that he received another complaint and a second NOV letter was sent out on January 16, 2020 with a deadline of January 28, 2020. Town Planner Hunter Nestor stated that Caldwell County Animal Control has been notified. Town Planner Hunter Nestor stated that the property is a rental and he has spoken to Mrs. Rose and she informed Town Planner Hunter Nestor that she has spoken with her tenants. Town Planner Hunter Nestor stated that the original complainant had submitted videos to town staff of the habitual barking. Town Planner Hunter Nestor stated that he will work with Caldwell County and Town Attorney for further action;
- Teresa Annas Compton, 4486 Sawmills School Road. Abandoned Mobile Home/Garbage and Rubbish. Town Planner Hunter Nestor stated he received a complaint on January 13, 2020. Town Planner Hunter Nestor stated that a NOV letter would be sent out on January 23, 2020 with a deadline of February 10, 2020. Town Planner Hunter Nestor stated that the trailer is not finished and located on the same property as the Compton house that the Town abated in 2018. Town Planner Hunter Nestor stated that staff will investigate and work with attorney for possible courses of

abatement. Town Planner Hunter Nestor stated that one (1) of Ms. Compton's sons is scheduled to meet with staff in late February to work towards getting the property in his name and get the property cleaned up;

- Dwayne K and Bridget E Mann, owners 4353 Eli Ln/Fancy Pl. Garbage and Rubbish/Property Maintenance. Town Planner Hunter Nestor stated that he received a complaint on January 2, 2020, and a regular NOV letter and a certified NOV letter was sent on January 2, 2020, with a deadline of January 20, 2020. Town Planner Hunter Nestor stated that the certified NOV letter was returned for being unclaimed, but the regular letter was not returned. Town Planner Hunter Nestor stated that a second NOV letter was sent on February 13, 2020. Town Planner Hunter Nestor stated that the property has junk/garbage all over the property. Town Planner Hunter Nestor stated that if there is no response after the second NOV letter, staff can enforce fines and possible abatement;
- Jerry Michael and Camille Hawn, 4491 Loyal Ln. Garbage and Rubbish/Property Maintenance. Town Planner Hunter Nestor stated that a complaint was received on January 28, 2020. Town Planner Hunter Nestor stated that the complaint addressed two (2) separate properties and possible violations. A NOV letter was sent on February 13, 2020, with a deadline of March 4, 2020 for the Miller property. Town Planner Hunter Nestor stated that the Miller property is in violation for having high grass/vegetation and junk and garbage located around the property. Town Planner Hunter Nestor stated that the Hawn property is not in violation as brush pile was picked up on January 31, 2020. Town Planner Hunter Nestor stated that complainant states that Mr. Hawn has more brush scattered throughout the property, but staff did not find any evidence;
- Dale E and Debra Miller, 4434 Jess Dr. Garbage and Rubbish/Property Maintenance. Town Planner Hunter Nestor stated that a complaint was received on January 28, 2020. Town Planner Hunter Nestor stated that the complaint addressed two (2) separate properties and possible violations. A NOV letter was sent on February 13, 2020, with a deadline of March 4, 2020 for the Miller property. Town Planner Hunter Nestor stated that the Miller property is in violation for having high grass/vegetation and junk and garbage located around the property. Town Planner Hunter Nestor stated that the Hawn property is not in violation as brush pile was picked up on January 31, 2020. Town Planner Hunter Nestor stated that complainant states that Mr. Hawn has more brush scattered throughout the property, but staff did not find any evidence;
- Denise Dotson/William S Annas, II, 4095 Gatewood Dr. Abandoned Mobile Home/Minimum Housing. Town Planner Hunter Nestor stated that a complaint was received on March 5, 2020, and a regular NOV letter and a certified NOV letter was sent on March 5, 2020, with a deadline of March 23, 2020. Town Planner Hunter Nestor stated that the mobile home has been sprayed painted and has an apparent tenant, however, the water meter has been pulled from the property. Town Planner Hunter Nestor stated that staff will investigate and work with Town Attorney Terry Taylor for a possible course of action;
- Herman E and Julie Phillips, 2478 Annas Dr. Livestock. Town Planner Hunter Nestor stated that a complaint was received on March 5, 2020, and a regular NOV letter and

a certified NOV letter was sent on March 5, 2020, with a deadline of March 23, 2020. Town Planner Hunter Nester stated that livestock may be pot belly pigs, which are not included in the livestock definition. Town Planner Hunter Nester stated that he would investigate further.

No Council action was required.

COUNCIL COMMENT: Mayor Johnnie Greene asked if anyone on the Council had any questions or comments at this time.

No one wished to speak.

TOWN MANAGER UPDATES: Town Manager Chase Winebarger stated that he thought it would be a good idea to put all meetings, budget or otherwise, on hold until it was safe to resume normal activities. Town Manager Chase Winebarger stated that there were no capital improvement projects so that the budget meetings would be okay to put on hold. Town Manager Chase Winebarger stated that the only possible item to come up could be a land purchase and he would contact council about a meeting at that time. Town Manager Chase Winebarger stated that the only hold up on the budget was the projected revenues and with the COVID-19 pandemic those numbers are not available.

Town Manager Chase Winebarger stated that he had been in contact with Town Planner Hunter Nestor and they had spoken about some planning issues that had come up. There were two (2) issues that Town Planner Hunter Nestor had expressed to Town Manager Chase Winebarger, were important:

- The first issue, was a local store wanted to add a drive thru on the building. This is an issue that would need to go in front of the Board of Adjustments and will be on hold until a hearing can be had;
- The second issue, is a rezoning. A home was found to be zoned Highway Business and the homeowner would like to sell the home. The realtor informed the homeowner that the home would have to be rezoned to residential for a buyer to get lending for the home.

Clay Wilson made a motion, and Melissa Curtis seconded, to have a public hearing for rezoning on May 19, 2020. All were in favor.

Town Manager stated that he had been according to the plat that he had seen the Stillwater Drive, in the Doe Run subdivision, was to be a paved street connecting Stillwater Drive to Marblestone Drive. Town Manager Chase Winebarger stated that when the Town annexed the Doe Run subdivision in that Stillwater Drive had not been completed. Town Manager

Chase Winebarger stated that the owner of a lot on Stillwater Drive had spoken to him and asked who was responsible for paving the street because he was wanting to sale a lot and the street needed to be paved. Town Manager Chase Winebarger stated that to pave the whole section of Stillwater Drive it would cost upwards of ninety thousand dollars (\$90,000.00), but that the Town could pave approximately thirty (30) feet to the driveway of the lot for sale and pave a little at a time to save money. Town Manager Chase Winebarger stated that he thought it would be a good idea for staff to start a book for the Doe Run subdivision to have it on hand so that staff can have a better understanding of what needs to be done with street repairs and paving in the Doe Run subdivision.

Town Manager Chase Winebarger stated that he had received the contracts for planning/code enforcement, stormwater, 160d state zoning and planning ordinance updates, GIS mapping and Stormwater mapping from Western Piedmont Council of Governments for the FY 2020/2021. Town Manager Chase Winebarger stated that he would go over these with Council before July 1, 2020 when they would need to be signed.

Town Manager Chase Winebarger stated that Town Hall is surviving the COVID-19 pandemic. Town Manger Chase Winebarger stated that the staff is on revolving shifts and it is working so far. Town Manager Chase Winebarger also stated that on Friday April 3, 2020 that Town Hall was getting sanitized and that unless it is staff, no one will be allowed in the building until it is safe for staff.

Town Manager Chase Winebarger stated that he had spoken with Public Works Director Ronnie Coffey and was informed that public works is picking up double special pickups then before the COVID-19 pandemic. This is most likely due to citizens being at home and being able to remodel, clean and work in their yards.

Town Manager Chase Winebarger stated that one (1) hand held that Public Works uses to read meters crashed this week and public works is trying to get meters read as fast as possible with just one (1) hand held. Town Manager Chase Winebarger stated that we might have to read a different way until the AMI Meters are in, but he would keep Council informed and see what public works can get completed.

Town Manager Chase Winebarger stated that the Woodland Drive project is completed and that Mission Road will be ready to tie into the existing line next week. Town Manager Chase Winebarger stated that he was informed that the water could be off for a couple hours and would only effect approximately twenty (20) to twenty-one (21) customers. Town Manager Chase Winebarger stated that if the water would be off more than a couple hours, then he would talk to the contractor about having the tie in done at night between the hours of 11:00pm and 4:00am, so that most customers would be asleep and the water being off should not affect them as much. Town Manager Chase Winebarger stated that after the Mission Road was tied in and completed, that the contractors would start on Russell Drive.

Town Manager Chase Winebarger stated that the only thing open with Parks and Recreation

were the walking trails (at both parks) and the disc golf course. Town Manager Chase Winebarger stated that the bathrooms were closed and that port-a-johns had been placed in those areas to keep staff safe. Town Manager Chase Winebarger also stated that the playground equipment had been roped off at both parks, per the North Carolina Governor's order pertaining to the COVID-19 pandemic.

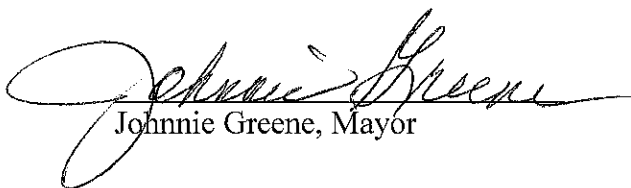
Town Manager Chase Winebarger stated that he would like to commend Council for keeping staff safe and getting ahead of the curve during the COVID-19 pandemic.

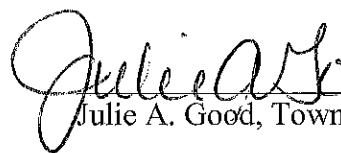
Town Manager Chase Winebarger stated that he had received the results of the water rate study. Town Manager Chase Winebarger stated that in the past, when rates were raised it was not gradually over a period of time, that the rates had been raised all at one time. Town Manager Chase Winebarger stated that the study called for a five (5) percent raise this year and then a two (2) percent raise every year for the next five (5) years. Town Manager Chase Winebarger stated that he thought that the five (5) percent was too much and that Council should consider raising the rates by two and a half (2 ½) percent every year for the next five (5) years, which would equal approximately to an increase of one dollar and twenty-five cents (\$1.25) for water only customers and two dollars and twenty-five cents (\$2.25) for water and sewer customers. Town Manager Chase Winebarger stated that if Council agrees to the yearly increase it should keep the Town well ahead of the curve. Town Manager Chase Winebarger stated that Council should look at our rate structure because it had been brought to his attention that the State would not like the rate structure and it could possibly be a reason for the Town to lose out on funding.

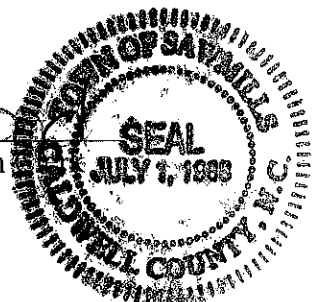
COUNCIL ADJOURN: Mayor Johnnie Greene asked for a motion to adjourn.

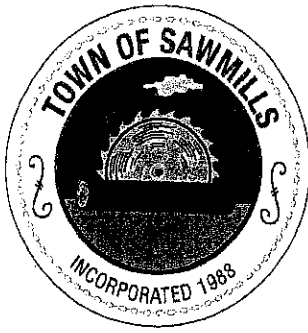
Clay Wilson made a motion, and Rebecca Johnson seconded, to adjourn the meeting. All were in favor.

The meeting was adjourned at approximately 8:06pm.


Johnnie Greene, Mayor


Julie A. Good, Town





MAYOR
Johnnie Greene

Town Manager
Chase Winebarger

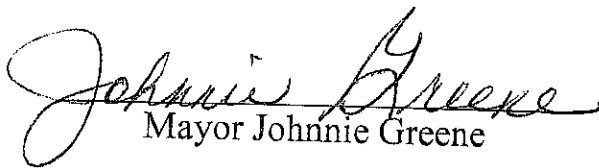
**TOWN
COUNCIL**

Keith Warren, Mayor Pro-Tem
Melissa Curtis
Rebecca Johnson
Joe Wesson
Clay Wilson

I, Mayor Johnnie Greene, do hereby grant the Town Manager, Chase Winebarger or his designee, the authorization to alter the personnel policy administratively as part of my declaration for a State of Emergency for the Town of Sawmills regarding the COVID-19 pandemic.

The President of the United States of American, Donald J. Trump has signed into effect an emergency extension to the Family Medical Leave Act requiring employers to pay for leave time and sick pay under certain criteria related to the COVID-19 pandemic.

This will allow for the personnel policy to be, but not limited to, adjusted for paid leave and sick time for those who are high-risk, showing symptoms, or have been exposed to COVID-19. This authority is only granted during the current State of Emergency for COVID-19 pandemic.


Mayor Johnnie Greene

March 20, 2020
Date

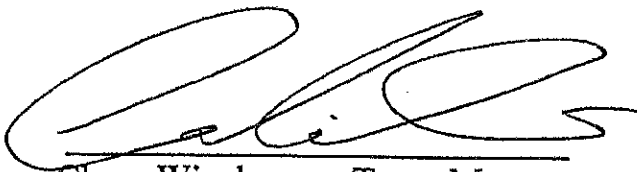
**Temporary Addition to the Town of Sawmills
Personnel Policy during the COVID-19 Pandemic.**

Administrative Leave

Administrative Leave - (LWP) leave with pay may be granted, or required, for compelling personal reasons or at the discretion of the Town Manager for all employees. The Town Manager may advise any employee not to report to work and take administrative leave for any warranted circumstances for the safety and well-being of the employee, the organization, and/or the general public. The length of the leave will be determined by the circumstances surrounding the situation. Each case will be considered on a case-by-case basis.

A written request must be made to the Department Head stating the reason for the leave for all personal request and the date that the Town can expect the employee to return. Final approval for all leave will be made by the Town Manager.

Failure to return from administrative leave will be considered a resignation. If an employee who is on Administrative Leave decides to resign, a letter of resignation is requested stating that the employee wishes to terminate their employment.


Chase Winebarger, Town Manager

March 20, 2020
Date

Department Head Guidance for Employee Adaptability During COVID-19 Pandemic

Our overall goal is to keep our employees and citizens safe while continuing to provide essential town services, and to ensure our employees are able to meet their financial obligations by continuing to receive a full paycheck. This will require us working together and being flexible to alternate means of work and work schedules. As none of us have ever been through something like this, all decisions we make are being made day-to-day, and as new information becomes available, those decisions are very likely to change. We will be making case by case decisions on how to accomplish the following goals. Together we can accomplish these goals and continue to move our organization forward during these difficult times.

Goal 1: Protect High Risk Staff

Currently the CDC identifies High-Risk groups as individuals over age 65; those with heart conditions, lung conditions or diabetes; or those who have compromised immune systems, and women who are pregnant. This is a fluid situation and as such the list of high-risk groups may change over time.

- Employees identified as High-Risk according to CDC guidelines may be required to provide documentation from their healthcare provider that specifically identifies them as High Risk.
- If accommodations cannot be provided which allows an employee to continue to work, you will be granted up to 2 weeks of COVID-19 related paid leave.
- We are evaluating the situation daily. The amount of COVID-19 related paid leave may be adjusted depending on the duration of the emergency. You will not be required to use sick or vacation time for COVID-19 related work absences.
- Department Heads should work with their staff to minimize exposure during this pandemic. I am asking that Department Heads and staff be as flexible as possible, recognizing that these are unprecedented times for all of us.

Goal 2: Reduce Contact for the Public and Staff

- Department Heads will seek to make accommodations which enable us to continue to serve our citizens while reducing contact consistent with CDC guidelines.
- If entire facilities or services are closed or reduced by management or by State or Federal Directive, department heads will seek opportunities for staff to continue to work, which may include the ability to work from home. As this virus respects no boundaries, our efforts to effectively serve the public will also not be bound by traditional approaches.
- Department heads will develop work schedules for staff to limit exposure and the number of employees that congregate at one time. This may include splitting shifts, altering work hours, shift reassignment, shift modification, paid furlough, and limiting the number of employees allowed in each vehicle.
- We are evaluating the situation daily. The amount of COVID-19 related paid leave may be adjusted depending on the duration of the emergency. You will not be required to use sick or vacation time for COVID-19 related absences from work.

Goal 3: Support Families

As the community makes a number of changes, including school closures, daycare closures, possible quarantines and other limitations:

- Department Heads will seek to make accommodations which enable us to continue to serve our citizens while providing flexibility to employees who have family needs caused by COVID-19 directly (illness/quarantine) or indirectly (school, day care closures, etc.).
- Departments Heads will strive to be fair and equitable to staff keeping these concerns in mind and we ask that employees work together to balance workloads and make personal arrangements to continue to work. COVID-19 leave may be granted by department heads up to 2 weeks.
- We are evaluating the situation daily. The amount of COVID-19 related paid leave may be adjusted depending on the duration of the emergency. You will not be required to use sick or vacation time for COVID-19 related absences from work.
- Our employee's mental health is just as important as their physical health. Department Heads must maintain a frequent line of communication with their employees; especially those who are not physically in their normal assigned workstations.

Goal 4: Future Preparation

We are committing several hours each day to monitoring the situation both locally and nationally to help plan for future contingencies. As circumstances continue to change it is not possible to fully anticipate how we will need to adapt and evolve to continue to serve our citizens. In this crisis there is also the personal and organizational silver lining that allows us to discover new methods and practices that ultimately improve the organization as a whole.

Department Head Support: I expect each Department Head to be supportive, help answer questions, and implement departmental decisions; as we are in this together. All operating adjustments made to meet these goals should be shared with the Town Manager. Thank you in advance for your hard work and dedication as we move forward during this difficult time. I am confident that we, as a team, will be able to adapt to the everchanging landscape of this unprecedented global pandemic.