

**NASHVILLE TOWN COUNCIL MEETING  
THURSDAY, MARCH 19, 2020**

**ATTENDANCE:** Council members present – President Jane Gore, Councilmember Nancy Crocker, Councilmember Anna Hofstetter, and Councilmember Dave Rudd. Council member not present – Vice-President Alisha Gredy. Also in attendance – Administration Manager Phyllis Carr, Municipal Operations Consultant Dax Norton and Clerk-Treasurer Brenda Young.

**COUNCIL BUSINESS – 1:00 pm**

**1) OPENING THE MEETING**

**A. CALL TO ORDER** by President Gore at 1:00 pm.

**B. PLEDGE OF ALLEGIANCE**

President Gore asked all in attendance to rise and recite the Pledge of Allegiance.

**C. ROLL CALL** by Clerk-Treasurer Young

**D. APPROVAL OF AGENDA**

Municipal Operations Consultant Norton advised he has not completed the minutes of the 1-29-2020 and 3-05-2020 meetings as listed in the consent agenda.

Councilmember Crocker made a motion to approve the agenda as amended. Councilmember Hofstetter seconded the motion. All were unanimously in favor.

**2) APPROVAL OF THE CONSENT AGENDA**

**A. APPROVAL OF THE MEETING MINUTES – 2-20-2020 MEETING MINUTES, AND 2-20-2020 EXECUTIVE SESSION MEETING MINUTES**

Councilmember Rudd made a motion to approve the minutes as presented. Councilmember Crocker seconded the motion. All were unanimously in favor.

**B. APPROVAL OF ACCOUNTS PAYABLE VOUCHERS**

Clerk-Treasurer Young presented two additional claims for the Council's approval.

- Graber Farm Supplies LLC in the amount of \$41,075 for the installation of the fence at the Wastewater Treatment Plant.
- Superfleet Master Card Program in the amount of \$103.76 for gasoline.

Councilmember Crocker made a motion to approve the claims as presented. Councilmember Hofstetter seconded the motion. All were unanimously in favor.

**C. FUND BALANCE REPORT**

**D. SERVICE AGREEMENTS SECOND ROUND BID RECOMMENDATIONS**

**E. RIGHT-OF-WAY REQUESTS – LIONS CLUB SPRING BLOSSOM PARADE AND ROTARY KIDS GAMES – MAY 2, 2020**

President Gore asked if there was a motion to approve the remaining items on the consent agenda. Councilmember Rudd made this motion. Councilmember Crocker seconded the motion.

Chief Administrator Carr commented that the Spring Blossom Parade and Shriner's Parade organizers have contacted her and asked if they should cancel the parades. She asked the Council for the approval

of the parades at this time so that she can file the proper paperwork with the State. If the parade organizers want to cancel later that will be up to them.

All were in favor of motion to approve the remainder of the consent agenda.

### **3) NEW BUSINESS**

#### **A. CONSIDER AN ORDINANCE AMENDING ORDINANCE 2019-11 FIXING SALARIES AND WAGES FOR 2020 (ORDINANCE 2020-02)**

Councilmember Crocker summarized that the ordinance allows for town employees to be paid if they cannot come into work due to the COVID-19 emergency.

Councilmember Rudd made a motion to have the first reading of Ordinance 2020-02 by title only. Councilmember Crocker seconded the motion. All were unanimously in favor. Councilmember Rudd read aloud Ordinance 2020-02 by title only.

Councilmember Crocker made a motion to suspend the rules and have the second reading of Ordinance 2020-02 by title only. Councilmember Hofstetter seconded the motion. All were unanimously in favor. Councilmember Rudd read aloud Ordinance 2020-02 by title only.

Councilmember Hofstetter made a motion to adopt Ordinance 2020-02 by title only. Councilmember Rudd seconded the motion. All were unanimously in favor.

#### **B. CONSIDER POLICIES IN RESPONSE OF COVID-19 VIRUS**

Municipal Operations Consultant Norton advised the Town Council will need to adopt some policies in response of the COVID-19 virus. He reviewed a list of possible policies the Council might considering adopting: public meetings may be held via teleconference or video conference, all claims that must be paid immediately or prior to regular Council approval must be ratified at the next regular meeting of the Town Council, essential personnel, Town Council president has the authority to close buildings and send personnel home, no more than two employees or Council members to attend live meetings, allowing for access to town computers, purchasing process and limits during an emergency.

Municipal Operations Consultant Norton would like to work with the Town Council and the Department Heads on a comprehensive purchasing policy in the future.

Clerk-Treasurer Young asked about the late fees and disconnects for our water and sewer customers. Municipal Operations Consultant Norton advised that waiving the late fees and disconnects could be done by Executive Order of the Municipal Executive or the Town Council can vote on this. Discussion.

President Gore advised at the COAD meeting earlier today she announced that the Town would not be adding late fees or doing disconnects for the bills coming out and due in April.

Councilmember Rudd made the motion of not adding late fees or doing disconnects for the month of March only. Councilmember Crocker seconded the motion. All were unanimously in favor.

President Gore advised there are restaurants and other entities that are providing internet service from their parking lots. She asked if this could be done at Town Hall. Records Clerk Jones will work on this for Town Hall and will post the password on the front door of the building.

Discussion of how the Main Street funds are used and how they could be used in the future. President

Gore talked about what the COAD group is doing to help businesses and residents. She asked people to look at the Brown County COAD Facebook page for more information.

**4) USDA RURAL BUSINESS ENTERPRISE GRANT**

Clerk-Treasurer Young advised the Town has received \$75,000 in grant funds to loan out to small businesses. The USDA has suggested that those loan recipients be forgiven April and possibly May loan payments. She advised the USDA is giving each municipality the latitude to do what they think is best for their loan recipients.

Councilmember Rudd made a motion to forgive two months of loan payments from their loan recipients. Councilmember Crocker seconded the motion. All were unanimously in favor.

**5) EMERGENCY MANAGEMENT AGENCY – DIRECTOR SUSAN ARMSTRONG**

EMA Director Susan Armstrong gave Town Council President Gore an electronic copy of the County's Emergency Management Plan. She noted this plan has been activated and the emergency operations center was opened on March 13, 2020. EMA Director Armstrong reported on the plans they have been working on with community leaders, police and fire departments and the ambulance service.

EMA Director Armstrong explained they created COAD – Community Organizations Active in a Disaster. This is a state recognized program and she is working with Kim Robinson of the YMCA, Jane Gore Town Council President, Jane Ellis Director of the CVB and Maddison Miller of the Community Foundation. Melissa Stinson is now the liaison for governmental affairs. EMA Director Armstrong gave a summary of the work the COAD is doing and how they implement plans.

President Gore advised that the Brown County COAD has a hot-line for anyone that has a need for food, transportation and other services at 812-988-0001. EMA Director Armstrong praised the members of the Brown County COAD for taking on many responsibilities needed to work through this emergency.

**6) EMERGENCY ORDERS**

**A. ORDINANCE 2020-04 AN ORDINANCE AUTHORIZING EMERGENCY AUTHORITY OF THE PRESIDENT OF THE TOWN COUNCIL**

Municipal Operations Consultant Norton presented Ordinance 2020-04 An Ordinance Authorizing Emergency Authority of the President of the Town Council and read the ordinance aloud in its entirety. Council noted a change in a pronoun in Section 1 was required.

Councilmember Rudd made a motion to have the first reading of Ordinance 2020-04 by title only. Councilmember Crocker seconded the motion. All were unanimously in favor. President Gore read aloud Ordinance 2020-04 by title only.

Councilmember Crocker made a motion to suspend the rules and have the second reading of Ordinance 2020-04 by title only. Councilmember Hofstetter seconded the motion. All were unanimously in favor. President Gore read aloud Ordinance 2020-04 by title only.

Councilmember Rudd made a motion to adopt Ordinance 2020-04 by title only. Councilmember Hofstetter seconded the motion. All were unanimously in favor.

**B. MUNICIPAL EXECUTIVE ORDER 2020-01**

Municipal Operations Consultant Norton presented a Proclamation of the Municipal Executive Order 2020-01 and read the Municipal Executive Order aloud in its entirety. He asked the Council to consider

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making a motion to consent to the continuance of this order.

Councilmember Crocker made a motion to continue to the closure orders. Councilmember Rudd seconded the motion. All were unanimously in favor.

Councilmember Crocker asked if they will still be paying the contracted cleaning employees. Administration Manager Carr noted they have two contracted employees, the Town Hall/Police Department building custodian and the Town restroom contractor. Councilmember Rudd noted they have contracts with both people. Discussion. Administration Manager Carr advised that both contractors can do deep cleaning of all the facilities if they are closed.

A discussion ensued as to if they should close the town owned restrooms. Municipal Operations Consultant Norton advised that per Ordinance 2020-04 President Gore has the authority to close the public restrooms at any time. Further discussion. Councilmember Rudd made a motion to leave open the town public restrooms at this time and leave it up to the President to close them later. President Gore seconded the motion. President Gore, Councilmember Rudd and Councilmember Hofstetter voted in favor of the motion. Councilmember Crocker voted against the motion. The motion carried 3-1.

Councilmember Hofstetter asked for clarification, that once President Gore makes a proclamation to close the public restrooms, the Town Council will have to give consent to this decision within seven days. Councilmember Crocker noted they could have this vote via email if needed.

**C. EMPLOYEE POLICY**

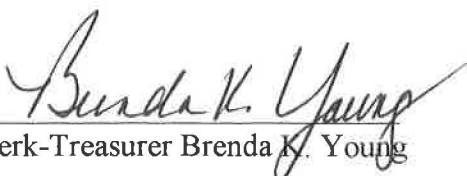
Municipal Operations Consultant Norton presented an employee policy and read it aloud in its entirety regarding employee emergency paid sick leave during a national or local health emergency. He advised this could be an amendment to the Town's employee manual.

Councilmember Rudd made a motion to approve this policy change. Councilmember Hofstetter seconded the motion. All were unanimously in favor.


**7) ADJOURN**


Councilmember Rudd moved to adjourn the meeting. Councilmember Crocker seconded the motion. President Gore adjourned the meeting at 2:26 pm.


***The audio recording made at the Town Council meeting on 3-19-2020 is retained in the office of the Town Clerk-Treasurer.***

  
Clerk-Treasurer Brenda K. Young

  
President Jane Gore

  
Vice-President Alisha Gredy

  
Councilmember Nancy Crocker

  
Councilmember Anna Hofstetter

  
Councilmember Dave Rudd