

March 19, 2020

Special Town Council Meeting

Special Meeting

Mayor McNinch called a Special Meeting of the Denton Town Council to order at 2:00 PM on this date to discuss COVID-19 and Personnel Policy.

Mayor McNinch lead everyone in the Pledge of Allegiance to the Flag.

Mayor McNinch thanked everyone for coming and asked that the record reflect that all Councilmembers were present.

New Business

Agenda #1 – COVID-19

Mayor McNinch asked for an update on the Town's preparation for COVID-19.

Mr. Don Mulrine, Town Administrator, stated that the Town is running as normal right now and has increased precautions, doing more cleaning and following along with the guidelines of the Caroline County Emergency Operation Center.

He announced that Walmart is reducing its Store hours of operations, hiring additional help, in order to be able to accommodate stocking and meeting the needs of the community.

The Town Emergency Operation Center is meeting daily, discussing updates from the State and the County, reviewing FEMA & MEMA, Personnel Policy changes.

Resolution #872- Personnel Manual Amendments Section #3 Definitions and Section 21- Emergency Release Procedures.

The TEOC Members have suggested an amendment to the Town's Personnel Manual pertaining to Emergency Release Policy to be compatible with the recommendations being made nationwide, defining types of employees, and establishing a Telework Program.

Councilman Johnson provided an explanation of the changes and the need to have these policies in place prior to implementing alternative working conditions. Defining employee types as Essential, Mission Critical and Non-Essential. Further explaining the Resolution gives the Town Administrator the authority to make decisions to the current workday schedules for the safety of the employees as related to COVID-19 and or other similar types of events.

Councilman Lister stated the Town needs to have a plan to meet the Governor's Executive Orders and talked about making changes to shifts to accommodate not having too many in the building at the same time. Suggesting to possibly relocate some staff to the Police Department and some to the Visitor Center.

Further discussion was held on the need to continue services and evaluate what services are essential and what can be temporarily suspended. Working to accomplish as much digitally as possible.

Councilman Branson made a motion to adopt Resolution #872, seconded by Councilwoman Wilson, passing unanimously.

Staff will distribute to employees.

Mr. Mulrine announced that the Town Office will close to the Public, starting at noon time tomorrow, March 20, 2020, until further notice.

The March 23, 2020 Working Session was canceled, to allow Staff time to set up an online meeting format that can accommodate and comply with the State's Open Meeting Requirements.

With no further discussion, Mayor McNinch adjourned the meeting at 2:25 PM.

Respectfully submitted,

*Karen L. Monteith,
Clerk - Treasurer*