

MINUTES

COMMISSIONERS OF BRIDGEVILLE FEBRUARY 14, 2000 - 7:00 P.M. TOWN HALL

I. CALL TO ORDER:

The meeting was called to order by President Jack Dalton: Present were: Commissioner Glenn Miles, Commissioner Earl Greason, Commissioner Margaret Sipple and Commissioner Charles Singman. The meeting opened with a salute to the flag. The meeting was turned over to the Town Clerk, Watha Hostetler. Due to illness Commissioner Sipple was unable to attend last month's swearing-in ceremony. Miss Hostetler administered the oath of office to the Commissioner Sipple for a two year term.

II. APPROVAL OF MINUTES

President Dalton stated the minutes of the January meeting have been posted and without objection will be accepted as posted.

III. APPROVAL OF MONTHLY BILLS

Commissioner Singman questioned Miss Hostetler concerning the billing problem with Conectiv. She explained that Conectiv is working on billing discrepancies of our accounts, and corrections will be made as soon as possible. MOTION: Commissioner Sipple made a motion to pay all bills as presented. Motion was seconded by Commissioner Singman and carried unanimously (see attached).

IV. PRESIDENT'S REPORT

A. CORRESPONDENCE

1. A letter was received from The Knights of Columbus inviting everyone to join their 4th Annual Golf Tournament to Benefit Delaware Hospice and K of C Building Fund. The tournament will take place on May 12th at the Seaford Gold and Country Club.

2. A solicitation was received from the Cape Gazette requesting advertisers for their special publication.

3. A letter was received from the Sussex County Return Day Committee requesting favorite recipes for a cookbook they will be publishing this year. The deadline for the recipes is February 15, 2000.

4. A solicitation was received from the Delaware Mentoring Council for those who might be interested in mentoring our kids.

5. A letter of notification was received from DBF pertaining to an ad they ran in the News Journal concerning non-compliance by Cannon Cold Storage, LLC.

6. A thank you letter was received from DelDOT for the Town's comments on the Corridor Preservation Program along US 13. It is planned to have money in the budget for service roads along US 13 on the western side of the county..

7. A letter was received from the Delaware Community Forestry Council and the Delaware Department of Agriculture Forest Service regarding interest in the community for a project that pertains to planting or caring for trees. The Community Forestry Awards Banquet will held in April.

8. The Seaford Chamber of Commerce is in the process of producing the "Millennium Edition Seaford Book" which is published every three years. Ads cost anywhere from \$225 to \$1850. No action was taken on advertising in the new book.

9. A thank you note was received from Mr. and Mrs.. Joe Conaway for the great job Doug Jones and Rick Passwaters did in removing the snow from our streets.

A thank you note was received from Carol Gasior for the town plowing the snow from the library driveway.

A note of thanks was sent to Doug Jones and his crew from Ginny Collins for clearing the streets and alleys during the recent snowstorm.

A letter was received from the Senior Center expressing their appreciation for the town clearing the snow in the alley behind the center.

President Dalton expressed his thanks to Doug Jones, Phillip Mowbray and Rick Passwaters for working the long hours to get our streets cleared of the snow.

10. A letter was received from the Union United Methodist Church stating the ladies will be sponsoring a Soup Luncheon on Wednesday, February 23, 2000. Tickets are \$4.50 for adults and \$2.50 for children.

11. Several notices were received from Pet Poultry and Cannon Cold Storage regarding their wastewater violations.

12. A note was received from a concerned resident pertaining to the land across the street from Town Hall. It seems the residents at 102 N. Main Street are using that parking lot as an entrance to their property instead of using their driveway on N. Main Street. It was also noted they were changing the oil in their car in that parking lot. The concerned resident asked if the Town could place large poles or a fence across the edge of the Town's property to keep this from happening

President Dalton said he did see where the residents were walking across the grass. He said he would look into getting some type of barrier placed across there.

13. The Seaford Chamber of Commerce will hold a lunch for profit on Wednesday, February 23rd at the Methodist Manor House. Cost is \$8.00 per person and will start at noon. Guest speaker will be Mr. Russell H. Knorr.

14. The Bridgeville Public Library is looking for an applicant to fill a vacancy on the board for one year of an unexpired term. The applicant must be a resident of the Woodbridge School District. The appointment will be made by the resident judge of the Superior Court of Sussex County. Applications are available from the library. Deadline for receipt of application is March 15, 2000.

15. The Bridgeville Public Library will be hosting a genealogy workshop on March 7, 2000 at 7 PM. This workshop is related to "My History Is America's History".

16. The Census 2000 Vehicle will be in Sussex County on February 25, 2000.

17. On Thursday, March 2, 2000 the 3rd Annual Senior Services Employment Job Fair will be held at Del Tech, William A. Carter Partnership Center, Room 540, Georgetown, De. from at 9 AM until 1 PM. There is no cost for this event.

18. A thank you note was received from Ms. Kay Lewis expressing her appreciation to the Commission for allowing Dr. Kevin Carson the opportunity to address them concerning the school referendum. She also thanked them for their vote of support for the referendum.

B. DEPARTMENT REPORTS

1. Police (see attached)-Commissioner Singman reported there were 156 traffic arrests and 13 criminal arrests. He said we received approval from the State of the DE for the Tech 2000 Grant which allows us to order new laptop computers for the patrol cars. The SALLE Grant has been approved to purchase new uniforms for the officers. Commissioner Singman said he would like to discuss new computers and a new vehicle for the department under new business. The police department assisted Greenwood Police six times last month.

Commissioner Singman explained that at one point money was taken from one of the grants and used for something other than what it was designated for. The \$2100 was used for salaries, but the state has approved the transfer.

Commissioner Singman reported there are two vehicles out of service due to engine problems.

2. Wastewater (see attached)-Commissioner Greason reported the average daily flow was .175 million gallons per day with a total monthly flow of 5.438 million gallons. There were two septic haulers for a revenue of \$840.

Commissioner Greason reported one RBC gear-box must be replaced at a cost of \$13,678.88 (\$10,000 to repair). The other seven gear-boxes are the same age and can be

expected to fail at any time. The total cost to replace all the boxes will be approximately \$100,000. Commissioner Greason said money to replace the one could be taken from the Sewer Sinking Fund. He said he would like to discuss the Sinking Fund under new business. The Commissioner said the only way we can pay for the RBC gear-box is to use the money in the Sewer Sinking Fund. The last time the rates were set (from Greenwood) was in 1989. Obviously changes have been made on how we calculate it since that time, and maybe we should renegotiate with Greenwood. President Dalton told Commissioner Greason that Mr. Hans Medlarz would be instrumental in helping the Town with this matter. We will be looking to see if there are any grants available that would allow us to purchase all the gear-boxes at once, if not we will have to purchase only one for now.

Commissioner Greason said the consent agreement with Cannon Cold Storage was signed on February 2, 2000.

Commissioner Greason said several years ago when Jimmy's Grille remodeled he did not replace the meter that would measure their sewer flow. He said he has sent a letter to Mr. Teneffoss asking them to replace the meter. Commissioner Greason suggested the meter be placed inside so it would not be affected by the weather. He reported that Mr. Teneffoss is once again building an addition on to the restaurant.

Commissioner Greason said we treat the sewage from WAWA, but their meter has disappeared. For some time Mr. Jones has been estimating their flow from previous usage. A letter has been sent to them requesting they either replace or locate the meter.

Commissioner Greason reported there is no meter at the Curtice Burns property. We estimate their flow by using a head count of employees working on different shifts. He has asked for an update.

Commissioner Greason said there are four houses in Town that have their wastewater treated but are not hooked up to water. He would like to suggest the owners hook into the Town's water system, but he is not sure what the next step would be after that. Presently the property owner is billed \$21 a month. Miss Hostetler said there is no one living in one residence, and a couple of locations have had the meter pulled. President Dalton suggested that Commissioner Greason check the code. If nothing pertains to this type problem, perhaps a clause should be added stating if someone uses well water and the well goes bad, the property owner would be required to hook into the Town's water system rather than drilling another well.

Commissioner Greason said all the Commissioners received a letter from Mr. Joe Conaway addressed to their homes regarding the sewer line from his home to the main sewer system. It had not been hooked up at the time the new system was being installed in Bridgeville. There was one other home with the same problem located at the corner of Walnut and South Main Streets.

Commissioner Greason stated the contractor was Davis, Bowen and Friedel. They had their own inspectors, and Doug Jones has his log of notes from that project. He said the Town should contact DBF for reimbursement of the cost for repairs that the Conaways endured.

President Dalton explained that the job was paid for by the foot, and it seems it was hooked to the wrong line. The Town will contact DBF and see what they will be responsible for and what they won't. Miss Annie Williams said she would look into the subject.

Mr. Conaway, in his letter stated upon living in Town he assumed his property was hooked into the water and sewer system. They started having problems with the sewer and was told it was a Conaway problem, but it was obviously not. He said he has paid \$189 in sewer services which he did not receive. Mr. Conaway said he endured a \$1000 plus for Roto Rooter and a plumber. He explained that did not count the time they had spent painting the basement floor twice since raw sewage flowed into the basement for about a week and half. He appreciates all the Commission is doing to resolve this problem. The money he had to spend is not a fault of his or of the Town. He said all inspectors involved should exercise their error policy. Mr. Conaway said he would like to see this problem resolved as quickly as possible.

Commissioner Greason stated he would like to see all correspondence that has to do with Town business be addressed to the Town Office not to his home. Commissioner Singman agreed with Commissioner Greason.

President Dalton explained that everything Mr. Conaway had to do to the house was done at the Town's direction, because we thought the property was hooked up to the new system. He told Mr. Conaway the Commission believes he should be reimbursed for the cost of what was done on his property to try and correct the problem. President Dalton said the only item he differs with is the minimum sewer charge plus a meter fee that all residents pay. President Dalton will direct the Town Treasurer to immediately credit back all of Mr. Conaway's sewer charges for that period except for the monthly meter fees and the \$10 minimum monthly sewer charges, plus costs incurred for repairs.

Mr. Conaway said he appreciated the efforts of the Commission, and he will support the Town in their efforts to get their reimbursement from the contractor of the project. He said his other concern is for how this has affected the land around his home.

Ms. Pat Correll asked if Mrs. Hollis would be reimbursed as well. President Dalton said her problem was found immediately and repaired.. He said if she did incur any expenses, she will be reimbursed.

3. Water (see attached)-Commissioner Miles reported the average daily of water supplied in January was 115,000 gallons (total for month 3,571,000 gallons). He said there is approximately \$20,000 in the water savings account. The water tower will soon be inspected inside and out, and hopefully be painted. A long-term project is the replacing of pipes along Delaware Avenue and Walnut Street.

Mr. Jones will look into the testing of the water to see if any leakage has occurred from gasoline additives. Commissioner Miles said the State of Delaware is planning to test the water in the next month. President Dalton said our wells are down 450', where other municipalities have 100' wells.

4. Streets-Commissioner Sipple said our personnel did a fantastic job in clearing the streets of snow and ice. There is some sand left on the streets, and she is hoping personnel will have time to get it swept off. She reported there might be some more sidewalk funds available in the near future. Commissioner Sipple reported the new steps and sidewalk to the Town Hall have been poured, and the handicap ramp should be completed this week.

At this point, President Dalton turned the floor over to Miss Annie Williams of Davis, Bowen and Friedel. Miss Williams presented the Town's Biological Nutrient Removal Study (BNR) which is required as part of this study. Copies of the report were passed out to those present, and others were left for the public to review (see attached).

The reason for the study is because the State of Delaware propagated a program called the TMDL (Total Maximum Daily Load). The first set of two documents has been passed which requires Bridgeville to remove nutrients from our discharge into the stream. The new TMDL study will create a regulation in approximately 18-24 months with a time frame attached to it requiring the Town to remove nutrients and phosphorous from the stream. The next step is to find funding and design for this mandate. The Town has to move forward.

This study compared alternatives for meeting the goals. She did recommend the Town look into the spray irrigation system. The environmental groups are pressuring the EPA and the state to act on the mandates. Miss Williams said if the Nanticoke River is to maintain the water quality that is the goal, we will need to get out of the stream. She explained that right now Delaware is taking the soft approach by requiring the towns to get rid of some of their nutrients before going to the stream.

Miss Williams said our current permit is 800,000 gallons per day. The current flow is 170,000 gallons per day. For any upgrade she would recommend enough capacity to handle the short term future. If the Town goes for it all at once, it will need to provide the capacity for 20-30 years.

The Town of Greenwood has requested an increase from the 73,000 gpd up to 100,000 gpd. She said this is based upon residential lots they currently have on the books. The 250,000 gpd that she is recommending would give Bridgeville another 170 EDUs which could buy another 5-10 years.

Commissioner Singman asked Miss Williams if the additional capacity could support a small community development (grocery store, drug store, etc). She explained that the small towns percentages do not work. A 100 EDU development would take up half of the future allocation in one subdivision class, or one commercial development would do the same thing. She explained that with spray irrigation it is possible to phase it in in an economical manner.

Miss Williams said she believes over the next 20 years 500,000 gpd is a good target which gives about 2,000 EDUs. Our total system now is about 680 EDUs.

The options to look at are: 1) the most readily available, and 2) the most feasible for the situation for the Town.. The existing plant is a mechanical one with RBC's and does not upgrade very readily for nutrient removal. When looking at the cost comparison of options No. 2-Plant Upgrade No.1 (pre-denite @ 0.50 MGD) would have a capital cost of \$4,108,000.

Option No. 3-Plant Upgrade No. 2 (post-denite) @ 0.50 MGD would have a cost of \$4,631,250 (traditional way to upgrade a mechanical plant). This would salvage a great deal of the plant, but the add-ons would have to occur on the north end of the plant which is already boxed in to the stream.

Miss Williams stated that either one of the upgrades would require highly-skilled operators, which Bridgeville has at this time, but they still would need to go to school to learn different skills.

Commissioner Singman asked even if we selected Option #2 or #3 we might be told in the future that the system is still no good. Miss Williams said that is a possible scenario.

Option No. 1 is the spray irrigation: a) partial spray/stream would maintain the stream discharge during the winter. Cost \$2,511,270; 2) 100% spray out of the stream entirely @ 0.25 MGD (187 acres). Cost \$4,297,600; 3) 100% spray out of the stream @ 0.50 MGD (294 acres) Cost \$6,634,360. Miss Williams showed a design of the pipe line on Rt. 40 and some potential and most economical land east of Town that could be used for a spray irrigation system. Because of so many players involved in this upgrade, the county and state are encouraging a regional concept with the potential of Bridgeville being the leader. In the meantime, this plant has the ability to take care of their goals as well as the ability to expand.

This is only a preliminary. In order to put a cost estimate together she needs to know which land will be used. No commitment has been made with land owners for any type of facility. Miss Williams said between now and the next meeting, the Commission needs to decide on a treatment plan, adopt the concept, and discuss the dollar figure before submitting the study to the Wastewater Facility Advisory Council and the USDA.

Commissioner Singman asked if land would be leased or purchased, and what ballpark figure could the Town be looking at. Miss Williams said it would be a voluntary arrangement between the Town and property owners. Ideally, it would be good to own the land, because it would give the Town complete control. She encouraged the Commission to consider grain rotation crops. In the past, the EPA has encouraged spray irrigation by making it more grant eligible.

Mr. Joe Conaway asked if the numbers showed land acquisition. Miss Williams said it was included in the charts. Mr. Conaway said residents cannot afford any increase, and the Commission should be looking for any supplement aid that is out there. President Dalton said he has solicited the support and help of SCAT. The SCAT association is to petition the state and federal government for over \$60 million in grants to address this particular subject. He said the western side of the county will probably end up with two regional systems (one in the Laurel/Delmar area and the other to serve Greenwood, Bridgeville and Seaford). Miss Williams said the Town will see some type of an increase.

Miss Williams said in the next three to four weeks the Commission should gather any comments they might have in preparation for submitting this study to the Wastewater Facility Advisor Council. The study is granted half by the state. In order to receive said money the reports need to be submitted. She said in June we might have to make a pre-application for the grant money. Miss Williams suggested the Town submit the report to the USDA (they are looking for projects). She said the Commission might want to look at passing a resolution at the March or April meeting to authorize the study.

President Dalton said they will have a resolution drawn up for the next meeting and start with the pre-application process for the grant money.

V. OLD BUSINESS

1. The revised consent agreement has been properly executed by Cannon Cold Storage and the Town.

2. President Dalton said he received a letter from the Town Solicitor, Mr. Walter Speakman, pertaining to the property at 105 S. Main Street. To this date no application has been received by the Delaware Health and Social Service in regard to a drug abuse treatment and education center at this address. Mr. Speakman has not heard from Mr. Tim Banks or his attorney on this matter.

3. President Dalton said a couple of months ago the Town received a solicitation from Conectiv concerning our phone service and rates. Other towns have been contacted to see if they are pleased with the new service. Felton is getting ready to go with Conectiv; Harrington has seen cheaper rates and no change in service; Dover has been with Conectiv for four months and received good rates; Georgetown changed a month ago and has seen no change in service. Rates went down considerably after the initial changeover. They highly recommend we change to Conectiv. In researching our records, we found a signed three year contract with Bell Atlantic, beginning in March, 1999. No change will be made at this time.

4. President Dalton said a letter was received from Cannon Cold Storage pertaining to their past due 1999 past due tax bill. The company is taking a stand that they do not owe any money based upon the Town Charter. MOTION: Commissioner Miles made a motion to proceed with legal guidance and bring this matter to a close. Motion was seconded by Commissioner Greason and carried unanimously.

VI. NEW BUSINESS

1. A renewal waste hauler application was received from Roto-Rooter for the year 2000. MOTION: Commissioner Sipple made a motion to accept the application for the year 2000. Motion was seconded by Commissioner Greason and carried unanimously.

2. The Town received a dividend check on our Workers Compensation Insurance of \$1,801. Mr. Mike Pyles of H.M. James & Sons suggested to the Commission to place our insurance in a dividend plan. President Dalton credited Mr. Pyles and Miss Hostetler for their efforts.

3. President Dalton said it was brought to the Commission's attention after the last snow that the Town does not have any regulations concerning snow removal from sidewalks. MOTION ON RESOLUTION: Commissioner Singman resolved that the Commission annotate the snow removal policy for the Town of Bridgeville to have snow removal completed twelve hours after the last snow fall. Motion was seconded by Commissioner Sipple. Commissioner Singman tabled the motion. The tabled motion was seconded by Commissioner Sipple and unanimously.

4. President Dalton said residents who have purchased Town Code Books are not being charged for any updates that occur. We have checked with General Code Publisher and a subscription service is available. This means a code book buyer would be charged \$35 to \$45 a year regardless of whether the Town had no updates or 100 updates in a year.

If a book owner did not want the service the Town could bill them based upon our bill. The Town should continue to furnish updates for Davis, Bowen and Friedel, the Town Solicitor, and J.P. Court #4 in Seaford. There is a book in the Town Office that was suppose to go to the library at Del Tech. There are three people in Town who have purchased the code book.

Commissioner Singman said if someone is not on the Commission and wishes to obtain a code book, then it would be an expense on their part.

Ms. Correll suggested a copy of the code book should be in the Bridgeville Library. The library is open most days and evenings which would give all residents access to it at their convenience. MOTION: Commissioner Singman made a motion to pay the upgrades for Town owned code books, but the upgrades on privately owned books would be at the owners expense. Motion was seconded by Commissioner Sipple and carried unanimously.

5. Commissioner Singman stated the police department computers need to be upgraded. Information on the upgrades needed have been obtained from the state. He said under the regulations of the court, we have to use a color printer for anything submitted to the courts. The range of color printers run from \$1500 to \$2800. Commissioner Singman said there is money to purchase a computer for the chief and to upgrade the chief's computer for the downstairs office. There is not enough money to purchase a color printer.

MOTION: Commissioner Singman made a motion to authorize the police department to purchase a computer system for the Chief of Police. Motion was seconded by Commissioner Greason and carried unanimously. SECOND PART OF MOTION: Commissioner Singman moved to allow the police department to purchase a color printer. Motion was seconded and carried unanimously.

MOTION: Commissioner Singman moved to table the second motion. There was no second.

6. Commissioner Singman explained that the Town owns five police cars two of which are not in service (both 1992 models). The 1995 vehicle has a severe engine knock. The 1996 vehicle has a blown engine, and the 1999 is the chief's vehicle. Chief Allen Parsons said he can obtain sufficient grant money to purchase a new marked vehicle. Commissioner Singman said between the grant money and actual down payment, there is a \$1500 difference. Chief Parsons will be selling the two cars which are not in service for somewhere in that price range. That will take care of the bridge loan. Chief Parsons is going to sell the van, and hopes to receive grant money or government surplus money to purchase a four-wheel drive vehicle. MOTION: Commissioner Singman made a motion to authorize the police department to purchase a new vehicle, and until the time of the sale of the used vehicles, they be extended the \$1500 additional funds for the vehicle. Motion was seconded by Commissioner Greason and carried unanimously.

Chief Parsons said he could sell the vehicles before the money is due for the purchase of the vehicle.

President Dalton asked what is being done to keep from tearing up the the police vehicles. Commissioner Singman said he would give that report in executive session.

7. Commissioner Greason said some of the residents on Earlee Avenue have expressed an interest in having their land annexed into Town limits. He said he would like to give the residents the opportunity to submit their petition for the annexation. President Dalton said he had spoken with Mr. Dennis Schrader and Mr. Hans Medlarz about holding a meeting to bring him up on the plaza contract and possibility of an annexation.

8. MOTION: Commissioner Singman made a resolution to pay the Conaways for their expenses relating to their sewer problem, and let the Town seek reimbursement from those responsible for the problem. Motion was seconded by Commissioner Miles and carried unanimously.

9. President Dalton said he would like to see the Town do away with the capitation tax because some pay it and other ignore it. He said approximately \$12,000 is billed out yearly and about \$8,000 collected (some people are on the books for 4-5 yrs). Commissioner Singman said he agreed, but did not believe the Town should cut any revenues at this time.

Mr. Conaway said there is no way to collect this tax unless you go to magistrate court. He believes there are other ways to collect revenues without having the head tax.

VII. CITIZEN'S PRIVILEGE

1. Ms. Correll thanked the employees who cleared the streets after the snow falls. She said the Commission should think about the older people in this Town when discussing the snow removal from sidewalks.

Ms. Correll said stated several months ago when the secretary for the police department was hired, one Commissioner abstained from voting. She said she does not understand how that same Commissioner, which shares a home with the secretary, could have been selected to be head of that department. President Dalton said the Commissioners were advised by their legal council, that a Commissioner is not the "boss" of a department. A Commissioner is the civilian overseer of the department. Chief Parsons is the "boss" and makes the determinations. He answers to the Commission as a whole, so no one on the Commission is bossing that person around. President Dalton said if a vote pertaining Mr. Dietz should arise, then he would expect Commissioner Singman to abstain from voting. He said a few people brought this matter up last year and then went to the State of Delaware Ethics Committee and filed charges against the Commission. The Ethics Committee informed the residents, they did not know what they were talking about. President Dalton said he talked with the Town Attorney and was told the same thing.

President Dalton said we have a very fine Police Commissioner and a very good employee who is doing a fantastic job. He said if there is any law being broken or any ethic being broken, he would like to have it brought to the Commission so action could be taken.

2. Ms. Correll said she appreciated all that was being done in the Town and has always been for the police department, but she wanted the Commission to know they had come full circle. She stated that in 1998 there were 3,563 traffic arrests, and in 1999 there

were only 2,822 (741 difference), and that is with more officers working. She said she is all for the police in our Town, but for so long all we had heard was how bad the police department was. Ms. Correll said the police department is never discussed now, and the revenue is down.

President Dalton said less money is coming in, but less money is going out. The money is being managed a lot better than in previous years. He said he is proud there are fewer tickets because he does not want Bridgeville to be called the "speed trap". President Dalton said our police do not go out on the bypass, and they are only on the highway on weekends and evenings. Commissioner Singman stated the traffic through Town is down due to the bypass. President Dalton said the only reason that Rt. 13 was annexed into Town was so speed traps could be set up there.

3. Ms. Correll asked if the grant writer, Mr. Dietz, could look into any grants for the Town Hall. She said the computer system is really outdated, and both systems should be tied into each other. Commissioner Singman stated that the office personnel need to put in a request for any new system they might need.

VIII. EXECUTIVE SESSION

MOTION: Commissioner Singman made a motion to adjourn to executive session at 9:19 P.M. Motion was seconded by Commissioner Sipple and so carried.

IX. ADJOURNMENT

The Commissioner reconvened to regular session at 9:37 P.M. President Dalton stated no votes were made during executive session.

MOTION: Commissioner Singman made a motion that during emergency weather situations the Town adopt the bad weather policy of the county. Motion was seconded by Commissioner Sipple and carried unanimously.

"If offices are ordered closed, workers receive pay for eight hours. If the office worker should be able to get in to the office and decides to do so, they receive eight hours pay plus a comp day.

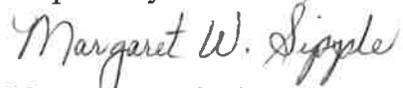
If offices are not ordered closed for bad weather, and an employee cannot get in or elects to stay home, they must take a vacation day or a day without pay.

All essential workers must report to work and receive straight pay. If they do not report to work, employee must take vacation day or a day without pay".

The Commission added that essential workers who are called in to work will be given a comp day.

MOTION: Commissioner Miles moved to adjourn the meeting. Motion was seconded by Commissioner Greason and so carried.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Margaret W. Sipple".

Margaret W. Sipple
Secretary