

**Town of Northumberland  
Town Board Meeting  
June 11, 2020**

The Regular Monthly Meeting of the Northumberland Town Board was called to order @ 8:00 AM by Deputy Supervisor George Hodgson. Following the salute to the flag, roll call was taken. Those attending were Supervisor Willard Peck (by facetime due to illness); Councilman Paul Bolesh; Councilman John DeLisle; Deputy Supervisor George Hodgson and Councilwoman Patricia Bryant. Also attending were Town Attorney David Brennan; Town Clerk Denise Murphy; Highway Supt David Coffinger and Building/Zoning Administrator Richard Colozza.

**PUBLIC PARTICIPATION**

There were no comments from the public.

**APPROVAL OF MINUTES**

1. Councilman Paul Bolesh made a motion to approve the minutes of the May 14, 2020 Regular Monthly Meeting. Councilwoman Patricia Bryant seconded the motion. All in favor, motion carried.

**CORRESPONDENCE**

1. Dog Control Officer's Report: Edward Cross, Dog Control Officer, submitted his May 2020 Report. Mr. Cross answered 3 complaints, brought 1 dog to the shelter, and had a State Inspection for the 2019 Year. Mr. Cross also submitted his January – December 2019 Dog Control Report. Mr. Cross answered 54 Complaints, brought 11 dogs to the Shelter, issued 23 Warnings, issued 9 Summons, 6 Dog Bites and 2 Dangerous Dog charges.

2. The Town of Northumberland received a letter from Glenn Frank, General Counsel to Omni Navitas Solar Energy Development request for information regarding the negotiation of a Pilot Agreement relative to the Solar Array on the property at 235 Wall Street. Mr. Frank stated that they have been working with the Town of Northumberland's Planning Board on the process of obtaining a Special Permit. They are simultaneously interested in commencing discussions with the Town Assessor's office on a PILOT Agreement for the Facility. It is their understanding that the Town of Northumberland has opted out of the statutory exemption of solar facilities and therefore they would like to work with the Town of Northumberland to reach a tax agreement that is fair to all parties. The Town of Northumberland also received a copy of a letter from New York State Department of Agriculture and Markets to Charles Henehan, Chair of the Saratoga County AFPB regarding Final Notice of Intent – Notice of Intent to undertake an Action within an Agricultural District, Omni Navitas, LLC, 235 Wall Street in the Town of Northumberland, Saratoga County Agricultural District No. 1. The Final Notice of intent, filed with NYS Department of Agriculture and Markets by the New York State Energy and Research Development Authority, for the advance of public funds for the construction of a 5.0 Mega Watt Solar Photo-Voltaic System, located within the Town of Northumberland, within Saratoga

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Agricultural District period is forty-five (45) days.

#1 is complete. Pursuant to Section 305(4), the statutory review

Supervisor Willard Peck stated that the Building and Zoning Administration and Town Attorney have been reviewing the documents that were submitted for the Planning Board. Due to COVID 19 the Planning Board has not met.

3. Email from Joshua LaRose regarding a request for increased cell coverage in Terrel Hills area. Mr. LaRose stated that he has lived in Terrel Hills the last four years. In that time their neighborhood has lost power countless times. When a power outage occurs in their area, they lose their internet, which is the only source of communication they have. Mr. LaRose states that he is unable to get cellular reception from any carrier. In fact, according to the carriers that he has reached out to, the nearest tower is 4 – 5 miles away. In an emergency situation, he would have to drive up to two miles to get a reliable signal to call out for help. Mr. LaRose would like to formally request that a cell tower be built closer to the Terrel Hills neighborhood to ensure that in an emergency/power outage the residents have a way to communicate. Mr. LaRose stated that he would be happy to help in any way. Supervisor Peck stated that he was totally sympathetic with the residents of Terrel Hills regarding poor cell service. Supervisor Peck stated that the Town Attorney will reach out to the cell carriers to see if anything can be done.

4. Supervisor Willard Peck received a letter from Jeffrey Williams, Planner with Saratoga County Planning Department regarding the required 8-year review of Saratoga County Consolidated Agricultural District #1. A Legal Notice was included. The Town Clerk was instructed to post the Legal Notice.

5. The Town received notification from Saratoga County Soil & Water Conservation District that there will be a Tire Recycling Program on Tuesday, June 23<sup>rd</sup> from 4:00 – 5:30 PM. The event will be held behind Malta Town Court. The cost is \$3.00 each for tires without rims and \$5.00 each for tires with rims.

6. Supervisor Willard Peck received a letter from NYS Canal Corp regarding Earthen Embankment Integrity Program. Included was New York State Canal Corporation, as lead agency, SEQR Scoping Document for Earthen Embankment Integrity Program (EEIP) Draft Generic Environmental Impact Statement. The Town was asked to make these documents available to the public for review.

**NEW BUSINESS**

1. The Town of Northumberland has to develop a written Safety Plan outlining how its workplace will prevent the spread of COVID-19. The Town Clerk has prepared the “NY Forward Business Re-Opening Safety Plan Template” for the Town Board’s review. Town Attorney David Brennan and Supervisor Peck have reviewed the proposed document. Councilman John DeLisle made a motion to approve and adopt

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the NY Forward Business Re-Opening Safety Plan. Councilman Paul Bolesh seconded the motion. All in favor, motion carried. Town Clerk Denise Murphy presented the Town of Northumberland COVID-19

Operating Precautions for the Town Board's Consideration. Councilman John DeLisle introduced Resolution #46 of 2020-

**Be it Resolved**, that the Northumberland Town Board adopts the following COVID-19 Operating Precaution:

- Workplace Offices and Break Rooms Have Been Adjusted to Provide Maximum Social Distancing
- Court Dates Will Be Adjusted to Provide Maximum Social Distancing
- Summer Youth Program cancelled
- Available Seating in Town Meeting Rooms and Town Courts Has Been or Will Be Reduced
- Appropriate Signage Relating to Prevention/Social Distancing Guidelines in All Facilities and Parks Has Been Posted
- All Visitors to the Town Offices Will Be Required to Wear a Mask
- All Visitors to Town Facilities to Will Be Required to Sign a Visitor Log
- The Town Hall has Restricted Access
- All Offices with Public Interaction Have Transaction Windows/Plexiglass Buffering
- All Town Employees with Public Interaction Must Wear Mask if Social Distancing Cannot Be Maintained
- Masks Have Been Distributed to All Town Employees
- All Town Employees Handling Money, Checks or Credit Cards Will Be Provided Disposable Gloves
- All overnight Business travel Must be Approved by the Town Board(Existing Policy)
- Maintenance Department Will Provide Daily Hard-Surface Cleaning to All Public and Private Areas in Accordance with the Latest Suggested Guidelines
- Town Facilities Will Make Hand Sanitizer Available (if Sufficient Supply Exists)
- All Town Employees MUST Notify their Department Head **PRIOR to Coming to Work** if they Develop COVID-19 Symptoms or if They have Been Notified by Health Department Officials About Potential COVID-19 Exposure
- All Department Heads will notify the Town Supervisor of any Employees that do not Report to Work Due to COVID-19 Symptoms or Notification by Health Officials About Potential Exposure to COVID-19
- All Town Employees Must Notify their Department Head if they think they Developed a Fever During Work Hours and All Department Heads Should Promptly Take the Employee's Temperature
- All Employees will notify their Department Heads of All Personal or Business out-of-state travel Plans
- All Employees with COVID-19 Symptoms or Notification by Health Department Officials About Potential Exposure to COVID-19 Will be required to Work from Home
- Town Supervisor to Coordinate All Tracing, Tracking and Reporting of All COVID-19 Cases

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- Employees with Childcare and/or Special Health Issues Must Notify their Department Head to Develop Proper Course of Action

The above operating precautions will be modified as appropriate when the situation warrants a modification.

**And be it further Resolved**, that the Northumberland Town Board adopts the following Employee Acknowledgement Form:

### **Employee Acknowledgement Form**

I \_\_\_\_\_ (employee's full name printed)  
Hereby confirm that I have read the below COVID-19 workplace safety information and understand that it describes the conduct and behavior expected of me as a Town of Northumberland Employee.

During the Saratoga County State of Emergency, all employees will be expected to self-monitor their health prior to reporting to work each day. If employees feel sick, the employee should immediately notify their supervisor and stay home. Employees unable to perform work while remaining home with an illness must utilize sick leave and/or other leave credit options. **If you are under a mandatory or precautionary order of quarantine or isolation issued by the State, New York State Department of Health, or other authorized government entity, New York Paid Family Leave states that all public employers (for example, town, public school, public college or university, district, county, city, village, fire district and state), must provide at least 14 days of paid sick leave for COVID-19 related leave.** Employees shall comply with department reporting rules and maintain daily contact with supervisors to provide health updates. These safe work practices will help prevent the spread of COVID-19.

All employees will perform best hygiene practices; such as frequent hand washing/sanitizing, face covering provisions while in communal areas, and social distancing standards of six feet.

The Town of Northumberland continues to stay abreast of COVID-19 guidance from Federal and State agencies so that we can provide workers with up-to-date education and training on risk factors and protective behaviors (e.g., cough etiquette and care of PPE). The Town of Northumberland reserves the right to modify COVID-19 workplace safety protocol applicable to such made by Federal and State agencies. All employees' health and safety are a top priority when arriving to the workplace. The Town of Northumberland will make reasonable accommodations to enable employees to work safely.

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Councilwoman Patricia Bryant seconded the introduction of Resolution #46 of 2020.

Supervisor Willard Peck – “Aye”

Councilman Paul Bolesh – “Aye”

Councilman John DeLisle – “Aye”

Deputy Supervisor George Hodgson – “Aye”

Councilwoman Patricia Bryant – “Aye”

Resolution #46 of 2020 Adopted

**DESIGNATIONS**

1. Approve Vouchers for Payment: Councilwoman Patricia Bryant introduced Resolution # 47 of 2020

**BE IT RESOLVED**, the following Vouchers to be paid as presented:

A (General Fund) Vouchers # 135 - # 163 Total: \$ 22,878.58

DA (Highway Fund) Vouchers # 104 - # 114 Total: \$ 10,700.76

SS (Sewer Fund) Voucher # 5 Total: \$ 46.24

Councilman John DeLisle seconded the introduction of Resolution # 47 of 2020

Supervisor Willard Peck – “Aye”

Councilman Paul Bolesh – “Aye”

Councilman John DeLisle – “Aye”

Deputy Supervisor George Hodgson – “Aye”

Councilwoman Patricia Bryant – “Aye”

Resolution #47 of 2020 Adopted

**DEPARTMENTS**

Highway – Highway Supt David Coffinger submitted his report for May, 2020. Highway Supt Coffinger reported that the work on Homestead Road is progressing well. It looks like we are on track to pave the beginning of August. Highway Supt Coffinger received notification from NY State regarding CHIPS, thankfully, due to the COVID crisis we only have a 9.63% decrease in funding throughout the three Grants – Pave NY, Extreme Winter Recovery and regular CHIPS funding. The Highway guys have been cleaning every catch basin in Terrel Hills and did an inspection to see which ones need to be pumped and/or repaired. Highway Supt Coffinger gave an update on the tree accident that involved both Jeff Crum and Chuck Arlin.

Councilman John DeLisle made a motion to go into Executive Session @ 8:45 AM to discuss a Personnel Matter. Councilman Paul Bolesh seconded the motion. All in favor, motion carried.

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Councilwoman Patricia Bryant made a motion to reconvene the Regular Monthly Meeting @ 9:05 AM. Councilman Paul Bolesh seconded the motion. All in favor, motion carried.

There was no action taken.

Councilman John DeLisle made motion to adjourn the Regular Monthly Meeting. Councilman Paul Bolesh seconded the motion. All in favor, motion carried.

Respectfully submitted,

Denise Murphy  
Town Clerk