

**Town of Northumberland
Town Board Meeting
March 11, 2021**

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

PUBLIC PARTICIPATION

There were no comments from the public.

APPROVAL OF MINUTES

1. Councilwoman Patricia Bryant made a motion to approve minutes of the February 11, 2021 Town Board Meeting. Councilman George Hodgson seconded the motion. All in favor, motion carried.

CORRESPONDENCE

1. Dog Control Officer: Ed Cross, Dog Control Officer, submitted his report for February 2021. Mr. Cross answered 2 complaints and issued 1 warning.

NEW BUSINESS

1. Chipper: Highway Supt David Coffinger stated that three (3) sealed bids were received and opened at 12:00 PM on Wednesday, March 10th. These were the bid amounts received by Vendor:

Abele Tractor – Bid Price for 18” Chipper \$62,787.88
Bid Price for 15” Chipper \$50,296.75

Finke Equipment – Bid Price for 18” Chipper \$57,997.80
Bid Price for 15” Chipper \$46,005.30

Vermer All Roads – Bid Price for 18” Chipper \$64,995.00
Bid Price for 15” Chipper \$55,485.00

Supervisor Peck stated that he discussed these bids with Councilman John DeLisle earlier today. Councilman DeLisle stated that part availability and service location should be a factor in determining who gets the bid. Councilman DeLisle also stated that he recommends the town purchase an 18” chipper since that should meet all their needs. Supervisor Peck asked Highway Supt Coffinger if he had any recommendations. Highway Supt Coffinger stated that he is happy with the lowest bidder - Finke Equipment with a bid price of \$57,997.80 for an 18” Chipper. All the bids met the bid requirements.

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Councilman George Hodgson introduced Resolution #34 of 2020 –

WHEREAS, the Town of Northumberland put out a Request for Proposals (RFP) for either a 15” or 18” chipper, and

WHEREAS, the Town of Northumberland received three (3) sealed bids which all met the specifications, be it

RESOLVED, the Town of Northumberland awards the bid to Finke Equipment for a bid price of \$57,997.80 for an 18” Chipper.

Councilwoman Patricia Bryant seconded the introduction of Resolution #34 of 2021.

Supervisor Willard Peck – “Aye”

Councilman Paul Bolesh – “Aye”

Councilman George Hodgson – “Aye”

Councilwoman Patricia Bryant – “Aye” Resolution #34 of 2021 Adopted.

2. Summer Youth Program: Clerk Denise Murphy stated that she has been in contact with Jennifer Amidon regarding the Summer Youth Program. Ms. Amidon expressed concern with running the Summer Camp as has been done in the past. The Town would need to have two (2) buses; lower the number of children accepted into the program or schedule 6 field trips with 2 visits to the same venue each week. Another concern was the social distancing and deep cleaning after each gathering. The Counselors are young. Ms. Amidon had stated that she understood if the Town Board would like to postpone another summer for the safety of all involved. Councilwoman Patricia Bryant made a motion to cancel the Summer Youth Program for 2021. Councilman Paul Bolesh seconded the motion. All in favor, motion carried.

3. Training for the Zoning Board of Appeals and Planning Board: Building and Zoning Administrator Richard Colozza stated that Saratoga County Planning will not be providing the Training for ZBA and Planning Board Members as done previously due to COVID. Mr. Colozza stated that historically he attended a week-long seminar in Lake Placid to fulfill the training requirements as Building Inspector. Mr. Colozza stated that this year he has been doing the training on line. Planning and Zoning Board members must complete a minimum of four hours of training per year. Mr. Colozza along with his Clerk Tia Kilburn will look to see what training can be provided online.

4. Kayak Rental License – Kate Morse, Hudson Crossing Park, has reached out to the Town of Northumberland regarding a License agreement with Upstate Kayak Rentals to allow them to have a hub at Hudson Crossing Park. The Kayak Rental Hub would consist of a rack of approximately 4 – 6 locked kayaks available to rent to the public 7 days a week in 3-hour intervals, weather permitting. This location would not have staff and the kayaks would be available to rent through Upstate Kayak Rentals website or staff. The Hub would operate from May 1st to November 15th (weather permitting). Town Attorney David Brennan stated that he would like to review the Agreement further and have our

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Insurance Agent, David Meager, also review it for Insurance requirements. Attorney Brennan stated that he felt comfortable with the Town Board adopting this Agreement with final approval of the Town Attorney for content.

Councilman George Hodgson introduced Resolution # 35 of 2021

BE IT RESOLVED, the Northumberland Town Board approves the signing of the Lease Agreement between Town of Northumberland; Hudson Crossing Park and Upstate Kayak Rentals, Inc. with final review and approval of Town Attorney for content.

Councilman Paul Bolesh seconded the introduction of Resolution #35 of 2021.

Supervisor Willard Peck – “Aye”

Councilman Paul Bolesh – “Aye”

Councilman George Hodgson – “Aye”

Councilwoman Patricia Bryant – “Aye”

Resolution #35 of 2021 Adopted

OLD BUSINESS

1. Communicable Disease Response: The Governor Cuomo signed legislation this past Labor Day (Labor Law 27-c, which required all New York public employers to develop operation plans in the event of certain declared public health emergencies. The operations plan must be finalized and published by April 1, 2021. Councilman George Hodgson introduced Resolution #36 of 2021 –

BE IT RESOLVED, the Town of Northumberland adopts the following Communicable Disease Response:

INCIDENT ANNEX 4

COMMUNICABLE DISEASE RESPONSE

ICS FUNCTION: Operations

LEAD: New York State Department of Health/Saratoga Public Health Services

SUPPORT: Town of Northumberland Emergency Management

Youth Services

Building and Planning Department

Saratoga County Sheriff

NYS Police

Fire Services

Emergency Medical Services

Saratoga County Office for the Aging

Town of Northumberland

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CERT
Other Town Departments (as needed)
Medical personnel and NYS Health care System

1. INTRODUCTION

A. PURPOSE

To provide instructions and standard process for warning, response, and recovery from the effects of a communicable disease incident.

To comply with NYS Labor Law Section 27-c requiring employers to develop operation plan in the event of certain declared public health emergencies. This plan has been developed with input from the Teamsters Local 294.

B. SCOPE

This annex addresses the process for notification, response, and Recovery actions related to a communicable disease incident. This annex will not address continuing public preparedness education or damage assessment.

C. DISCLAIMER

Nothing in this annex shall be deemed to impeded, infringe, diminish or impair the rights of the Town or our employees under any law, rule, regulation or collectively negotiated agreement, or the rights and benefits which accrue to employees through collective bargaining agreements, or otherwise diminish the integrity of the existing collective bargaining relationship.

II. POLICY

The primary responsibility for identifying, responding to and remediating communicable disease incidents lies with the Saratoga County Public Health Services, the New York State Department of Health and the Center for Disease Control.

III. PLANNING ASSUMPTIONS

- A.** Based on the 2020 COVID 19 Public Health Emergency, a communicable disease incident would now be classified

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as a – Moderate –High Hazard.

- B.** Impacts to the Northumberland community would include, possible deaths, hospitalizations, quarantine, closures of businesses, schools and other activities/ events due to response activities or hazardous airborne concerns within the immediate response area as well as outside the immediate response area.
- C.** This plan was developed to largely reflect the Circumstances of the 2020 COVID 19 Pandemic, but may also be applicable to other infectious disease outbreaks.
- D.** Although Town operations maybe be directly impacted, the general public expects the Town to maintain a level of mission essential operations.
- E.** A public health emergency might resource support and disrupt supply chains
- F.** Emergency measures and operational procedures may need to be adjusted based upon the specific circumstances and impacts of the public health emergency as well as guidance and direction from public health officials and the governor.

IV. CONCEPTS OF OPERATIONS

- A.** Communicable disease response operations will be carried out by Saratoga County Public Health Services, NYS Department of Health, local emergency service response agencies and the New York State health Care System.
- B.** The Town of Northumberland may be notified by either the Incident Commander(s) of responding agencies, the Director of the Saratoga County of Emergency Services or New York State officials.
- C.** The Town Supervisor of the Town of Northumberland, or his or her designee, or successor holds the authority to execute and direct the implementation of this plan. Implementation, monitoring of operations, and adjustments to plan implementation may be

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supported by additional personnel, at the discretion of the Town Supervisor. Upon the determination of the need to implement this plan, all employees and contractors of the Town of Northumberland shall be notified by phone, e-mail, text or other available means, with details provided as possible and necessary, with additional information and updates provided on a regular basis. Town residents and businesses will be notified of pertinent operational changes by way of the Town web-site, public notices, Code Red notification and other appropriate means. Other interested parties, such as vendors, will be notified by phone and/or email as necessary. The Town Supervisor will maintain communications with the public constituents as needed throughout the implementation of this plan. The Town Supervisor of the Town of Northumberland, or his or her designee, or successor will maintain awareness of information, direction, and guidance from public health officials and the Governor's office, directing the implementation of changes as necessary. Upon resolution of the public health emergency, the Town of Northumberland, or his or her designee, or successor will direct the resumption of normal operations or operations with modifications as necessary.

V. RESPONSIBILITIES

A. Emergency Management Coordinator (EMC)

1. Once notified of a communicable disease incident affecting the Town, the EMC will consult with the Town Supervisor, Town Department, EMS, fire services, and other emergency support organizations to determine likely areas of greatest impact and resulting actions (closures, evacuations, shelter-in-place, etc.) EMC will then focus warning and preparedness information to residents in threatened areas
2. During and after the event, EMC will operate the EOC at the appropriate level, maintain a chronological log of incident events, and coordinate for resources. EMC will provide the Town PIO with information for media releases. EMC will activate emergency communication as necessary and coordinate with the Red Cross for any sheltering needs.
3. During and throughout the event the Town will follow any executive orders issued by New York State as well as follow any guidance issued by the Center for Disease Control, the New York State Health Department and Saratoga County Public Health Services.

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4. Town government operation and essential services must continue during a communicable disease incident. Essential services would include those that maintain safety, that are considered vital, that are considered vital, that are required by law, which sustain quality operations and those that uphold the core values of the Town of Northumberland. The Town has drafted the following as a guideline to follow in the event of a communicable disease incident. Each incident is unique, therefore the following must be adaptable as the incident develops and as Executive Orders are issued by New York State.

Essential Workers for the Town (Subject to Change As Needed) -
(Per S86617B/A10832 an essential employee is defined as a public employee or contractor that is required to be physically present at a work site to perform his or her job.)

Town Supervisor – Chief Executive	Town Supervisor- Financial and Management	Town Department Heads- Operational and Management
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Town Highway Department - Equipment	Town Maintenance Department - Maintenance/Cleaning	Town Justices - Operational and Judicial
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Operators/Mechanics Staff (Public Safety
(Public Safety)

Town Contractors –
Highway,
Maintenance and
Information
Technology
(Operational Support)

During activation of this plan, all Town activities will be evaluated and may be reduced/suspended to enable the Town to concentrate on providing the critical functions and building the internal capabilities necessary to increase and eventually restore operations. appropriate communication is essential and will be an ongoing

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priority.

Remote Work Authorization

The Town Supervisor must authorize non-essential employees to work from home. Non-essential employees will be permitted to work from home as long as sufficient work exists. If sufficient work does not exist the employee must use leave time for the difference between their standard work day and the actual time worked. Department heads will be responsible for assigning and distributing work and for approval of all time worked or leave time taken.

The Town Supervisor will coordinate remote access to the Town's network as well as be the point of contact to troubleshoot technology problems with the Town's computer consultant. Remote access will be provided via VPN and authorized employees will use a combination of available Town computer equipment and personnel computer equipment. Phone lines may need to be forwarded to off-site staff.

Work Shifts

As possible Department heads, in consultation with the Town Supervisor, will be allowed to stagger work shifts however Town offices should be staffed during normal operating hours as modified by Town Supervisor. Department heads will also be allowed to consider breaking their staff into teams and separating these teams during work and break periods. Regardless of changes in start and end times of shifts, the Town will attempt to ensure that employees are scheduled to work their standard hours per week as long as sufficient work exists.

Building Access

Town Supervisor will determine if building access has to be restricted and will notify Town employees and residents accordingly.

Protective Personal Equipment

Department heads should contact the Supervisor's Office for the distribution and procurement of protective personal equipment and the department heads will be responsible for distributing the PPE to their employees. It is essential that department heads request PPE as soon as

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possible since delivery times may vary.

The Town has developed a tentative PPE list which is attached hereto and the Town will make every attempt to maintain the estimated quantities on hand.

The Town will store the PPE in the Town Hall basement to which there is limited access. Any PPE with an expiration date will be circulated into the various Town public facilities prior to expiration date for use by the general public.

To the extent practical all PPE will be used effectively and efficiently to maximize the longevity of the item without jeopardizing safety.

Department heads with assistance from the Town Supervisor's Office will monitor the supply and use of PPE to ensure integrity and to track usage rates.

Time and Attendance

All employees essential and non-essential are responsible for properly completing their appropriate time record as outlined in the Town manual and properly charging their leave time for periods of time for which no work was performed. The Town Highway Department will maintain a daily log of work sites and personnel assigned.

Leave Policy

All employees who require testing, treatment, quarantine etc. due to a communicable disease will be required to use their accumulated leave time accruals for time for which the employee is absent from work or unable to perform their work remotely. The Town policy may be altered based upon federal and state enacted laws and regulations, as applicable.

Emergency Housing

In the event emergency housing is needed for essential workers, the Town will contact local hotels concerning availability, accommodations and the associated cost. The Town Supervisor will also work the Saratoga County Office of Emergency Services to coordinate emergency housing.

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Communicable Disease Reporting

All Town Employees MUST Notify their Department Head **PRIOR to Coming To Work** if they develop symptoms or if they have been notified by Health Department Officials about potential exposure to a communicable disease. As possible, these employees will be permitted to work remotely during this period of time if they are not ill.

All Department Heads will notify the Town Supervisor of any Employees that do not Report to Work due to symptoms or notification by Health Department Officials about potential exposure to communicable disease.

All Town Employees Must Notify their Department Head if they think they developed symptoms of a communicable disease during work hours.

The Town Supervisor will contact the Town Maintenance Department to coordinate the disinfection of the work area and common area surfaces in accordance with the most recent guidance issued by the Center for Disease Control or the New York State Health Department.

CDC guidelines for COVID -19 provided that critical essential employees may be permitted to continue work following potential exposure, provided they remain symptom-free and additional precautions are taken to protect them, other employees and contractors, and our constituency/public. These guidelines might be applicable to other communicable diseases as well.

- i. Additional precautions will include the requirement of the subject of the employee or contractor, as well as others working in their proximity, to wear appropriate PPE at all times to limit the potential of transmission.
- ii. In-person interactions with the subject employee or contractor will be limited as much as possible.
- iii. Work areas in which the subject employee or contractor are Present will be disinfected according to current CDC/public health Protocol as practical.
- iv. If at any time they exhibit symptoms, they should contact their Department Head immediately.

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The Town Supervisor is the decision-maker in these circumstances and is responsible for ensuring these protocols are followed.

All employees will notify their Department Heads of all personal or business out-of-state travel during periods of a communicable disease incident.

All Employees with symptoms or notification by Health Department Officials about potential exposure to communicable disease will be required to work from home if their job duties allow them to.

The Town Supervisor will coordinate all tracing, tracking and reporting of all communicable disease cases. Confidentiality shall be maintained relating to all cases reported.

The Town reserves the right to require sick employees to provide negative test results for the disease in question or require a healthcare provider's note to validate their illness or return to work.

The Town will follow CDC, New York State Health Department or other applicable criteria and guidelines relating to allowing employees to return To work after exposure or potential exposure to a communicable disease.

5. Operating Precautions Checklist (protocols and procedures to consider during communicable disease incident)
 - Adjusting Workplace Offices and Break Rooms to Provide Maximum Social Distancing
 - Adjusting Court Dates to provide Maximum Social Distancing
 - Adjusting the Location of Community Center Programs Based Upon Enrollment to Provide Maximum Social Distancing
 - Implementing Safety Precautions at Town's Park and Playgrounds
 - Reduce Available Seating in Town Meeting Rooms and Town Courts
 - Posting of Appropriate Signage Relating to Prevention/Social Distancing Guidelines in All Facilities and Parks
 - Requiring Visitors to Town Facilities to Sign a Visitor Log
 - Limit Public Interaction to office Transaction Windows or Areas With Plexiglass Buffering
 - Coordinate with Maintenance Department relating to daily Cleaning of All Public and Private Areas in accordance with the

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Latest Suggested Guidelines

- Employees with Childcare and/or Special Health Issues Must Notify their Department Head to Develop Proper Course of Action
6. As Necessary, EMC will use existing notification means and methods to provide early warning notices and critical information to affected areas and populations. The Town will also assist in the dissemination of PPE, food and supplies to the general public.
 7. The EMC will monitor daily reports issued by New York State and Saratoga County Health Services and update the Town’s web site as appropriate.

VI. REFERENCES

- A. NYS Labor Law Section 27-c

Councilman Paul Bolesh seconded the introduction of Resolution #36 of 2021 –

Supervisor Willard Peck – “Aye”

Councilman Paul Bolesh – “Aye”

Councilman George Hodgson – “Aye”

Councilwoman Patricia Bryant – “Aye” Resolution #36 of 2021 Adopted

2. Town Clean-Up Day: Councilman Paul Bolesh stated that he would like to hold Town Clean-Up the week April 17 – April 25, 2021 this year. It was decided to mail out a post card making residents aware of these dates.

3. Amendment to Zoning Regulations: Attorney David Brennan stated that he would work on some changes to the Zoning Regulations and Fee Schedule for the Town Boards consideration. If they are in agreement, a Public Hearing will be set up.

DESIGNATIONS

1. Approve Vouchers for payment: Councilman Paul Bolesh introduced Resolution # 37 of 2021

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

A (General Fund) Vouchers # 52 - # 75 Total: \$ 26,574.82

DA (Highway Fund) Vouchers # 61 - # 88 Total: \$ 87,988.89

SS (Sewer Fund) Voucher #2: \$33.68

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TA (Trust & Agency) Voucher #12: \$501.16

Councilman George Hodgson seconded of Resolution # 37 of 2021:

Supervisor Willard Peck – “Aye”

Councilman Paul Bolesh – “Aye”

Councilman George Hodgson – “Aye”

Councilwoman Patricia Bryant – “Aye”

Resolution #37 of 2021 Adopted

DEPARTMENTS

Highway: Highway Supt Coffinger stated that the highway men have started to cut brush and chip on Mott Road. Highway Supt Coffinger stated that he tried all last year to get the chip boards for the Gradall but had no success. Charlie Baker, Town Engineer with EDP, is assisting him with working on grants from Bridge NY for culverts on Grange Hall Rd., Brownville Road and Colebrook Rd.

Councilman Paul Bolesh made a motion @ 9:10 AM to adjourn the Regular Monthly Meeting. Councilman George Hodgson seconded the motion. All in favor, motion carried.

Respectfully submitted,

Denise Murphy, Town Clerk
Town of Northumberland