

Town of New Scotland
Special Town Board Meeting
06/05/2020

The following Town Officials were in attendance:

Supervisor:	Douglas LaGrange
Councilperson:	Adam Greenberg William Hennessy Daniel Leinung Bridgit Burke
Highway Superintendent:	Kenneth Guyer Arrived at 1:08 PM
Town Clerk:	Diane Deschenes
Town Attorney:	Michael Naughton

1. Supervisor LaGrange called the special meeting to order at 1:00 PM. This is our weekly COVID update meeting for the Town Board of the Town of New Scotland. This is done under the Governor's Executive Order 202.1 regarding no public meetings, so we've been doing this through Zoom and it's worked out pretty good. I do have notice from Diane of having advertised the meeting. To get started, a roll call attendance was taken as required.

COVID-19 Update

Supervisor LaGrange said we have some nice updates for once. They've been getting better. At this point from the Sheriff's daily list we only have one confirmed positive and that's still the person that's been in the hospital for the past couple-plus months. It's a resident from the Town. I'm talking about just town residents here. We had another one last week but it seems to have dropped off. I'm hoping that they went through the procedures and is negative now. We don't have anyone under quarantine at this point. Again, that's good news.

I have an update on some of our supplies to get Town Hall open. We are still shooting for June 15th. Right now we have the pretty much the remainder of the plexiglass partitions. They came yesterday afternoon. We started to install those. I've been trying to install and put things in place as we get them so it's not a rush at the end. We've been working at that. The floor markings came for the front hall encouraging social distancing and six-foot separation so they're ready to put on the floor once we get to that point of opening. If you might remember, we received refills for the wipes but the canisters were backordered. They came a couple of days ago so we are ready to go with those for wiping down surfaces between visitors when we open to the public. We have signage for the doors for here, the community center, and the highway department. We have bathroom mirror appliques that basically outline proper hand washing and so forth. They've been installed on two mirrors here in the bathrooms, two at the community center in anticipation of one day opening, and then two also for the two bathrooms at the highway garage. I'm still waiting on the hand sanitizer units for the public and the hand sanitizer, but I talked to our representative and she feels they should be here in plenty of time. They should be here sometime next week. Hopefully that will be the case because that's an important aspect of this. I suppose if we have to we could use some of our supply from the Sheriff's department but it's the idea of having it on the wall and having people right there observing it and using it was what we were shooting for and not keeping our supply for the needs of the employees.

Ken showed you the NY Forward Safety Plan last week. He dispersed that to his folks. As a matter of fact we don't have Ken on this call. Hopefully he will be joining us. Councilperson Greenberg offered to drop him a text just as a reminder. We talked about it earlier. He said he'll be online in about five minutes. He's delivering the garbage truck to the village. He distributed the plan. He took some of what I had put together and added his specifics to the highway guys. So everybody has signed having received that and read it. I sent you the final version or this version yesterday of the Town Hall plan. I did get some input from Bill West, and Diane had some thoughts last time when I first gave it to her. Jeremy felt it was adequate for them. I sent you what I have as a final version at this point. I certainly welcome any additions but I would like to get it out at the beginning of the week to everybody so they read it and respond that they have read it like we did with the previous plan, the initial plan.

Highway Superintendent Guyer arrived at 1:10PM.

Town of New Scotland
Special Town Board Meeting
06/05/2020

Election Day

Having said that, I did speak with Adam and Dan because they were in yesterday and Bill called me and I brought it up to him. It's not a decision we have to make today. I'll have it on the agenda for next Wednesday so, Bridgit, don't feel left out. We have a June 23rd Primary. Our facility is being used for that and we will have contracts to approve for that on Wednesday also. As much as I've tried to figure out a way to work it so there wouldn't be any interaction between our employees and the public that are coming through my advice is to close Town Hall for that day. The primary is from 6:00 AM until 9:00 PM. Our church, which is another primary voting place, sent us the requirements of the poll workers and how they are supposed to sanitize between people. They won't be allowed to use the kitchen facilities which would be the same for here and the church. There are quite a few other things. I'll send it to you just so you have an idea of what their expectations are for the poll workers. My inclination is to lock the kitchen and rope off or petition off as much of Town Hall so people don't wander in areas. The bathrooms will have to be open. The meeting room will have to be open. The front door and the back door both have to be open. I originally thought we could just have them come in the back door but obviously the front door is handicapped accessible so we have to keep that open so that's not an option. Those are my thoughts. You can think about it. I understand that at least a couple of you who I've already talked to are more inclined to close for the day. We can make it an official vote on Wednesday night unless you don't need any more input or you have any other questions. We could vote on it now. It's part of the whole COVID response so it's not like it's out of turn to do it today. Does anyone have any questions? Councilperson Greenberg said that he's fine closing and he's fine doing it today so we knock an item off the agenda if everybody else agrees. Councilperson Burke agreed. Supervisor LaGrange asked Dan for his thoughts or questions. Councilperson Leinung said that he was good and he thinks that makes a lot of sense. Supervisor LaGrange then asked if Bill had any thoughts. We talked about it briefly a few minutes ago. Councilperson Hennessy said he hasn't given it a whole heck of a lot of thought but he agrees that Town Hall should be closed that day. That's fine. I just like to try to make sure of some of the restrictions within the normal business requirement for them to vote; like they have to maintain six-foot separations. Do we need to put lines on the floor to keep them set and all that? I know you may have addressed that. We can deal with that later. We just have to keep that in mind. Supervisor LaGrange said that he hasn't addressed it per se because he hasn't read that letter yet which he's going to send to you right after we're done, but he's sure it's addressed in there when he talked to Melissa Kermani at the Board of Elections to find out about all the aspects of it. Originally we were told at our church that they were going to come in because we asked about a month or two ago and when we first did the contract there was concern. At that point they said they were going to pay for a cleaner to come in the next day. That's changed now. They are offering \$100 towards cleaning the next day. So I think that with our normal cleaning in the morning and then during the day we can keep the meeting room closed until we can do a thorough cleaning in there. I'm hoping also that that unit gets here in time that I can use that for it; I anticipate it will be. So, again it mists the whole room and will save time and probably do a more thorough job. I think I agree with you, Bill. I think we'll see when we look at the letter that they are taking all of the precautions. I know Melissa said they'd be meeting people at the door and they'd be allowing them in at a certain rate. They are also hoping for a clear day and not a rainy day. We'll see. To be honest with you it's a very small, I think it's one, election at this site and with all the opportunities to send in a ballot or request a ballot and send it in. I'm sure some people are going to come thinking it's the Presidential primary too but it's not. I think there is going to be some confusion there and that could cause issues in a sense. I think it's wise to do what we're doing.

Resolution 2020-153

Supervisor LaGrange offered the following and moved its adoption:

Resolved that due to the primary and the COVID situation, on June 23, 2020, we will close Town Hall and have the employees stay home that day.

Councilperson Greenberg seconded the motion.

A roll call vote was taken: Supervisor LaGrange Aye
 Councilperson Greenberg Aye
 Councilperson Hennessy Aye
 Councilperson Leinung Aye
 Councilperson Burke Aye

Town of New Scotland
Special Town Board Meeting
06/05/2020

Councilperson Greenberg said, while we are still on some of the safety issues, he just wanted to say that he had dropped off from Bill Reinhardt and through the County some safety items so we have more masks and more hand sanitizer. He just wanted to make sure that the public knew that Bill Reinhardt was responsible for getting us that extra stuff through the county. We appreciate that.

Supervisor LaGrange said thank you. It's a good reminder and it was a substantial amount.

Supervisor LaGrange said to Ken he mentioned that Ken had given your NY Forward for the garage to all the employees, and I believe everyone signed off on it having read it. Highway Superintendent Guyer said that is correct. Everyone has signed off on it and everyone has a copy of the plan. Highway Superintendent Guyer advised that he was in a truck now but not driving. We had to deliver the packer truck to the village. The whole crew is out working. He and Joe Klink just delivered that, and they are on their way back to the garage.

Laws on the Website

Councilperson Greenberg said I have a few things that I can run through pretty quickly I think. Diane, you had sent an email this morning about the laws on the website. That's great; thank you. We are in the process of cleaning that up. If you go to the website now it looks like some of the laws have been labeled as no longer and suspended; I guess is how you labeled them. Town Clerk Deschenes said she thought she deleted them. She thought she deleted them the way it was set up, but she can go back and look. Councilperson Greenberg said go look at the laws and ordinances section. Maybe I'm misreading it. Town Clerk Deschenes said she would take a look at it.

Councilperson Greenberg said I guess, Doug, you've gotten some information that the second quarter is looking like it might be down about 30% in terms of sales tax revenue. Supervisor LaGrange said right now he sent it to the Board. We have early comparisons between the timeframe in the second quarter from 2019 to the same timeframe. We still have some time in the second quarter of 2020. I believe it was about a \$3 million dollar difference, something like that, which equates to probably over a 40% difference. Again, that's early. That's in the first half of the quarter. I asked Mike McLaughlin, and I can't remember the person that finally sent it to us, to keep us updated as the numbers come in. If they could send us an update to that chart that I dispersed it gives us an idea. We will see what happens. Councilperson Greenberg said that if we assumed it's in that 30% to 40% range maybe we should have Lisa run some numbers so we know what that's going to mean to our budget. Supervisor LaGrange said that at this point you're looking at about \$500,000 a quarter which is what we've been roughly, plus or minus, getting in sales tax. Assuming no aid to supplement that from the Federal government, which we will have to assume until we get it, you're starting off with a \$200,000 deficit. Councilperson Greenberg replied, right. Supervisor LaGrange added, "in one quarter." We don't even know what the third quarter is going to look like. Councilperson Greenberg said he thinks we should maybe start to discuss what that means. Supervisor LaGrange agreed. Councilperson Greenberg said if we put together some documents or however you want to go about doing that it would be nice to know what implication that's going to have on the budget and whether we should start to cut back in certain areas. Supervisor LaGrange said that he thinks it's prudent to address areas and we already have talked about the potential for having to maybe do less than we anticipated with paving. Councilperson Greenberg said right but Kenny probably needs to know that. If we're going to do less, he's going to have to know that pretty soon. Supervisor LaGrange said that he and Ken talked about it. Supervisor LaGrange asked Ken if he wanted to give an overview of his thoughts and what he is doing at the moment as far as the budget is concerned. Highway Superintendent Guyer said that he and I have been talking about this. I know right off the bat that it was a concern or a potential situation. What we have done is we went out to bid and we have our Heldervale project which is complete. I do have a small oil and stone project that I'm hoping I can get to. Other than that he talked to Doug and we're going to put the rest of our stuff on hold until the Board gets its numbers and we have these discussions. I'm certainly not just rushing out and trying to cram all of these things in. Like I said, one project is done; we did it yesterday. We have to get around with top soil and grass seed to finish it off. We have a few little odds and ends to do. I do have an oil and stone project that I'm hoping to get to but, like I said, everything is kind of on hold until we do have these discussions. I am planning or assuming at some point we will be having these discussions. Councilperson Greenberg responded, "Great. Thanks for being on top of it." Supervisor LaGrange said we are always trying to think of things. Keep in mind that we did have one retiree, even if it was only for half a year or a little more than half a year, with benefits and everything else \$80-plus thousand. It depends on the person. John just left. When we bring somebody new in

Town of New Scotland
Special Town Board Meeting
06/05/2020

anticipation of the fall and winter and the need for snow plowing that person will probably be brought in at a lower rate. We have another probably going to be retiring in a short period of time from the highway. It's a similar situation. We will probably bring someone in at a lower rate. So there are automatic adjustments. When we hire for John Hensel's old position, hopefully in the next month, we would anticipate obviously bringing that person in at a lower rate. Budget-wise I think we're probably even without the paving going to see fairly large numbers in comparison. We can run those just to get an idea. I can guesstimate, which isn't fair to any of us, but we are certainly going to see a tremendous amount of difference when you get into the lower salaries and you get into less in the benefit area when it comes down to it. So, those things all pile up with dollars here and dollars there especially when we are on a lower level in the pay scale and are going to add up quickly. We will get some ideas on that so we can at least give you a little better picture. It's tough because normally when we put together a budget starting from Lisa and I and going right through the Board and the workshops and the final approval it's a crystal ball in a lot of ways especially with revenue. I think the crystal ball is pretty cloudy now on all levels. We're just going to have to do our best and sort through it and make conservative decisions on how we proceed.

Councilperson Leinung had a practical question. If, for lack of a better word, cash flow from the money in is significantly less that it can't cover expenses do we dip into fund balance? What do we do? It seems like we have a pretty healthy fund balance. Supervisor LaGrange said we do. Councilperson Leinung said obviously we don't want to use that fund balance if we can avoid it. I would prefer obviously trying to cut costs wherever we can but, worst case scenario is if we have to dip into fund balance a little bit at a time. I guess that's something we'd have to possibly look at. Supervisor LaGrange said that we talk about this all the time. It's an excellent point. We talk about having a healthy fund balance and many people have different definitions for a healthy fund balance but with us we've been very good. Previous Boards have been very good about it and this Board has been especially. It's there for a rainy day. That's the point. If it's not raining today it's never going to rain. The less we have to take from fund balance obviously is great and by some of these things we mentioned a moment ago that's less that we will have to supplement with fund balance. It's an excellent point and we don't want to deplete it all this year. Remember our budget is for next year. Hopefully we will see some relief but that's not a guarantee when it comes to sales tax and stuff for next year. Our immediate concern is our budget for 2020 and the revenue loss as you just mentioned, Dan, for 2020. That's the key here and yes the fund balance can supplement that along with these other things we're doing to hopefully preserve a little spending and if nothing else delay it. Very good point on that too, Dan, thank you.

Supervisor LaGrange then asked if Councilperson Greenberg had anything else. You said you had a few things. Councilperson Greenberg said he was pretty much done unless we need to have an Executive Session at the end to talk about personnel matters. We don't necessarily need to do that. I was just hoping for a quick update. Supervisor LaGrange said however you'd like to do it. Councilperson Greenberg said let's talk about that later. Does anybody else have stuff before we get to that?

New Scotland Historical Association

Councilperson Leinung said the only thing he sent around was that Alan from the Historical Association reached out about possibly using the Community Center for some volunteer activities. They have paperwork in there and they would like to come in one or two days a week with some volunteers to get some paperwork done. Eventually he said they would like to hold a Board meeting. They've been holding off. Apparently a lot of their membership is not very technologically literate so they've not been able to do virtual meetings. They would like to do that although he referenced that that probably wouldn't be happening for a while. So we can hold off for a while. I asked him to look at what Kenny did and what we did with the NY Forward sheet. He filled that out. I think it still needs a little bit of work. He still needs to talk to the Historical Association Board. I'm going to work something out but I did want to bring up the point that a lot of the stuff in there is kind of on the Town for the maintenance of the facility, like cleaning. I think, Doug, we talked about this a little bit. We're still responsible for cleaning the Community Center as it is now but also we might want to think about maybe having one door open. We probably want to think about logistically how that would work. When the museum opens it's only open for a few hours on a Sunday. They would probably have one or two volunteers there at a time and have a handful of visitors in any given time. It probably shouldn't be that big of an issue. As of now I think we're still holding off on the museum being open, then their actual programing.

Town of New Scotland
Special Town Board Meeting
06/05/2020

I think we need to get a little more guidance about gatherings of more than 10 people. I don't think we're at that stage yet. I just wanted to update the Board on that a little bit.

Northeast Water District

Supervisor LaGrange asked if Councilperson Hennessy had anything. Councilperson Hennessy said that he sent to the Board last week or two weeks ago the Northeast Water District connection to Kensington options. Hopefully you've had a chance to look at that. I'm happy to address any of those issues with you. Barton & Loguidice sent a draft proposal to Doug and me. I want to see if they can finalize it and maybe update it or phase it for us. I want to put that on the agenda for Wednesday. We may send you the draft proposal if I don't get a change today from them just so you see what it is and what it's about. It has to do with connection of the water to take into account potentially abandoning the Northeast Water source as the primary well for them and then using the Kensington well as the primary water source for Northeast and possibly Colonie Country Club. We could start review of that consolidation. I know Michael Naughton was looking into some of the legal issues for that so we can start looking at all that. Barton & Loguidice have found a potential grant option to help offset a lot of costs. I believe it is a 60% offset of the cost so that would be huge if we get that. We're not acting on this. I'm just giving you an intro to it. Hopefully I can send you something tonight or over the weekend to look at before the Board meeting on Wednesday. Supervisor LaGrange said, "Excellent, Bill, thank you." Councilperson Hennessy said he would encourage Adam, Dan, Bridgit, and Doug to call him about specifics of it. I know Doug was at the Water Committee when Barton & Loguidice presented it so he probably understands some of those specifics. I'm certainly open to anybody calling and talking about it further if you wish. Councilperson Leinung said he would probably do that. He has a few questions but he'll give Bill a call. Supervisor LaGrange asked if Adam had something for Bill. Councilperson Greenberg replied no, he was just going to follow up a little bit. To be clear, the estimates that Barton & Loguidice sent us are broken down into sections. You just want to potentially approve the application for the grant at this point. Councilperson Hennessy said that that would be correct. Councilperson Greenberg reiterated just the grant application so that's the part we should be focused on reviewing for Wednesday. Councilperson Hennessy said yes. It would be the grant application but it is also to revise the feasibility report that they did that I sent you two weeks ago that addressed the options to deal with Kensington and Northeast versus just a connection. They would revise the plan because that report has to be part of the grant application. So, they just do some report revisions and then the grant application. Councilperson Greenberg said so that's really the first two items on that sheet or something like that. Councilperson Hennessy said correct. Supervisor LaGrange added that Bill was looking to have them give us a more specific to that task order, correct? Councilperson Hennessy said he has not had time to reach out to them on that yet but he will when we're done here. Supervisor LaGrange remarked excellent, thank you, and that will be for Wednesday night. Councilperson Hennessy replied, right. Supervisor LaGrange said great.

Supervisor LaGrange then asked if anyone else had anything. Adam if you want to have a quick Executive Session we certainly can. Councilperson Greenberg said if Kenny has a minute he could stay on for that. I would like that if everyone else is okay with it. Supervisor LaGrange said what is the proper way to do this? Normally we suspend the meeting and then adjourn after the Executive Session. Can we adjourn the meeting? No, we have to have the Executive Session as part of the meeting. Attorney Naughton said that this is strictly for personnel. It's just an update. There is no anticipated decision. Supervisor LaGrange said that's correct. Councilperson Greenberg agreed. Attorney Naughton said we would ask Sean to leave the meeting and we would adjourn the regular meeting and go into Executive Session and then come out and close. Supervisor LaGrange said we will suspend the regular meeting, go into Executive Session, and close afterwards. Supervisor LaGrange said that if no one has anything else I will make a motion. We want Michael to stay. Is it necessary for Diane to stay? Councilperson Greenberg said not as far as I know.

Resolution 2020-154

Supervisor LaGrange offered the following and moved its adoption:

Resolved that the Town Board of the Town of New Scotland does hereby suspend the special meeting to go into an Executive Session.

Councilperson Greenberg seconded the motion.

Town of New Scotland
Special Town Board Meeting
06/05/2020

A roll call vote was taken: Supervisor LaGrange Aye
 Councilperson Greenberg Aye
 Councilperson Hennessy Aye
 Councilperson Leinung Aye
 Councilperson Burke Aye

Executive Session began at 1:33 PM. Town Clerk Deschenes left the meeting.

Supervisor LaGrange made a motion to adjourn the Executive Session at 1:56 PM.

No action was taken during Executive Session.

Supervisor LaGrange asked the Board if they wanted to hold our weekly COVID meeting on June 12th at 1:00 PM. The Board agreed to schedule it, and if necessary we can cancel.

2. Adjourn

Supervisor LaGrange made a motion to adjourn, seconded by Councilperson Greenberg. The meeting adjourned at 1:59 PM.

Diane R. Deschenes, Town Clerk.