

Town of New Scotland
Special Town Board Meeting
06/19/2020

The following Town Officials were in attendance:

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

1. Supervisor LaGrange called the special meeting to order at 1:00 PM. This meeting was noticed and I have proof of the publication in front of me from the Town Clerk, Diane Deschenes. We are meeting through Zoom pursuant to Governor Cuomo's Executive Order 202.10 which includes not having public meetings. A roll call attendance was taken per the Executive Order. Supervisor LaGrange advised that we have one guest, Sean Mulkerrin, from the Enterprise.

COVID-19 Update

Supervisor LaGrange advised that we had a little uptick in the town. I don't know if it's just from the more aggressive testing that's been done. We did have one new case. We had some contact cases. Now, again they've come up with another format. So this time it's cases and contact cases. I'm assuming the cases are (I haven't got an answer on that) positive tests and the contacts are people who had occasion to be near someone with a positive test. We have 10 that have just recently been contacts. Seven were in one household, and they came off the list yesterday. One is coming off tomorrow. We have a couple that come off on the 24th and the 26th. Still the County-wide tracking is showing 162 total and they don't break it down so I can't tell you how many are positives and how many are contacts. That's an extreme drop in numbers from just two weeks ago as far as the whole list is concerned. That's some good news.

We opened up on Monday and things are going well. All the employees are doing well with it; however, they react to the people at the door and everything else we're doing here, signing in, taking temperatures and so forth. I really want to especially thank Diane and Patty because they've been getting right to the door. The doorbell rings and they are out there meeting the person and asking them if they are looking to just pick up something and they can hand it to them or if they need to come in and what department. They sign in on the sheet and say what department, the time they come. Their temperature is checked at that point if they are coming into the building. They are asked to sign out when they leave. Employees are asked to sign in and sign out as they come and go during the day regardless. If I go to lunch and leave the building I sign out and sign back in when I come back. I think yesterday Ken might have been here two or three times and he signed in and signed out when he came through. We got the signage up pretty good. I will try to send you guys a text to show you some of the signage. We have a sandwich board outside right on the sidewalk and it shows the notice "Maintain social distancing." I got a sign yesterday. It came finally. Kenny helped me out along with Joe up at the highway garage to put together a stand for it to put in the parking lot as people come in. It says "All Visitors please use front door" and it has an arrow pointing to the front door. When they get to the front door there is signage to say wear a mask, recognize social distancing, and use the hand sanitizer. Again, there is a sign that says ring the bell. When you get inside, I have six circles on the floor between the front door, the Clerk's office, and the Planning Department office. Those are strategically set every six feet. Plexiglass is everywhere. It's so nice that somebody knocked over two of the sheets in Diane's office yesterday because they said they didn't see them. So it's very clear, good plexiglass. Thankfully it's also fairly strong so when it fell on the floor it didn't break.

I also went up to the Community Center in anticipation of eventually doing something up there. I put up a couple of social distancing signs in the big room and also stickers on the windows similar to the ones we have here to say face masks, hand cleansing, and all that stuff in case we open in the near future. We do have the wipes out primarily in the front. There is a canister of 160 in Diane's office and 160 in the Building Department. So everybody has been doing a very good job of cleaning off surfaces and wiping down pens and the like whenever a visitor is in and at any particular desk or counter or the sign-in table

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for that matter. I do have signage now on the back door that tells people that all visitors need to come to the front and sign in. Diane, do you have anything to add? Town Clerk Deschenes said no, she thinks it's working fine. Councilperson Burke said that she's impressed with how diligent you are all being. Councilperson Greenberg asked how many people are stopping in a day. Town Clerk Deschenes said she's been working every other day and so has Patty. She didn't think we've had that many. Just guessing maybe 5-6 per day. It hasn't been that busy and for the most part they don't even come in the building. It's a matter of handing us money for a dog license. Sometimes they come in the door to get something notarized. I only had one girl that came in the other day that wanted to look at some maps. We had her sit right there at the table. To be honest, I didn't know how long she was going to be here. I thought she just wanted to look quick at a map. Supervisor LaGrange said Tuesday we got a little concerned. For the whole day I believe seven came into the building and there was at least another 4-5 at the door that got what they needed at the door. That was the most we had and Diane's pointing out that it's been a dribble of people here and there which is correct otherwise. That was a crazy day and it made me wonder maybe we should close again. It seemed like there were so many people coming in that day. Councilperson Burke commented that it was probably just pent-up need. Supervisor LaGrange said I think so. Town Clerk Deschenes said she thought people have gotten used to doing business by calling and scanning stuff. We've done a lot of marriage licenses just by getting the information sent to us and then meeting them at the door to sign the application and take the money.

Supervisor LaGrange said, by the way, the electrostatic sprayer came yesterday or the day before. I've been kind of brushing up on that. We have the fluid for it. I think my first trial run will be Wednesday morning after we have the meeting room used for the primaries. I'll get a feel for how it works and stuff. Otherwise, I think it will be a normal wipe down of everything else. Monday I'm going to set up some tables. I think they are 2 feet by 5 feet to prevent people from coming in the odd hallways, the hallway by my office, and the hallway by Diane's office. The Planning Department will be locked and so will the kitchen. So it will just be a matter of wiping down those things and the areas outside in the hallway and the bathrooms. Like you guys saw the note from the Board of Elections that they are going to be pretty aggressive with their cleaning between folks and stuff. They dropped off the machines yesterday both here and at the Community Center. Both deliveries had a gallon of cleaner, wipes, and things like that. They are at least taking some measures there. I figured that after that we could have the meeting room closed in the morning, and then I'd go in with that sprayer without any real electronics and stuff that might be exposed which it is supposed to be safe for. I figured I could at least get a practice run in in case I did something wrong. It might come out like a fire hose rather than a mist. That will be on the agenda. We will probably do the same at the Community Center. The other question too on the Community Center is that I haven't paid close enough attention but I believe there is opportunity during Phase 3. Dan or anybody that's been really looking into this it's a whole Board decision when we open the Community Center and to what level we do. I know the Senior Club would like to do things there. I don't think it's something that they can start playing cards in close proximity with each other but maybe to get them started back at something with distancing and so on maybe something like bingo can happen in the near future. I'm just spit balling here, I don't know. Then there is the museum. If they do things that allow for social distancing with the people they get in on a Sunday. They might have a half dozen at the most on a busy Sunday. It's something to give thought to. Dan, do you have thoughts on phases and when that can happen? Councilperson Leinung said that he thinks the museum is technically Phase 4 which is soon anyway, probably the beginning of July. I think Alan provided some type of reopening plan. It was a draft plan at the time. I think I circulated it to everybody. Right now I think there are still limitations on how many people can be in each location. I think that just got increased from 10 to 25. Supervisor LaGrange said that he thinks that happened last week. Councilperson Leinung said that although in the senior center fitting 25 people in there while social distancing that would be a little tight; six feet apart and everything. It's probably doable. These are things we can think about. Supervisor LaGrange said that what he will do after we get things re-situated up there after the election on Tuesday is maybe go up there and play around with table set ups or this or that and get a feel for distancing with the tables we have. Maybe instead of having two rows you push the tables together in one long row that's further apart from side to side. You'd have to count up what is a reasonable amount of people. We can start getting a feel for it. Councilperson Leinung added that he doesn't know what the occupancy level is, what the maximum level is. It could also be like half of the occupancy level. That might be a way to work that in too. Supervisor LaGrange said isn't it right now 25% occupancy? Councilperson Leinung said that he thinks it's 25% but that may have been increased at some point. Either way you have to have social distancing or setting the chairs apart even if it less than 10.

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Supervisor LaGrange added that we're still waiting on the hand sanitizer unit for on the wall and stuff. I'd like to have them in place, too. Again, I put signage up today. It's something to kind of figure out this week and see what happens after the election. I will probably use the electrostatic sprayer up there too to take care of it after they leave plus it will sit idle for a while. Maybe next Friday in our get together we can discuss where we stand at that point. We might see where Phase 4 is opening and things like that.

Supervisor LaGrange said good news I guess. They were announcing last week that there was an uptick in retail at 17.7%. We talked about a little of it on a phone call with the County Executive and some of the supervisors and mayors. I believe it was Monday or Tuesday. There is a little better light at the end of the tunnel that we're hoping for. They will know for sure by July 1st, which is coming pretty rapidly what the sales tax is going to look like for the second quarter. So, that's there.

Summer Help

That's pretty much all I have that is COVID related. I know Kenny mentioned that he'd like, if nobody has any objection, he'd like to present a new person for the highway summer help. Ken, do you want to talk about that. Highway Superintendent Guyer said that he had one applicant apply to our ad, William Connolly. He is a resident and lives in the Heldervale subdivision. He's a college student. He'd like to come and work for the summer with us. That will bring us up to our two. That will certainly help with our full-time guys. We're down one and we will be down another one by the end of the week so that would be a big help if I can get William to start next week. Supervisor LaGrange added that this is per the budget. Highway Superintendent Guyer added that the summer help earns \$12.50 per hour with no benefits, of course, just the hourly pay. Supervisor LaGrange said that he knows it's Ken's hire but it's our job to confirm that. Is that a motion usually Michael? Councilperson Greenberg said he thought so.

Resolution

Councilperson Greenberg offered the following and moved its adoption:

Resolved that the Town Board of the Town of New Scotland does hire William Connolly starting Tuesday June 23, 2020, at a rate of \$12.50 per hour.

Councilperson Burke seconded the motion.

Town Clerk Deschenes asked Supervisor LaGrange if he was recording the meeting. Supervisor LaGrange said he wasn't, adding that we'll have this down when we start having meetings again and we don't have to use it anymore. Councilperson Burke asked if he turned it on. Supervisor LaGrange said that he didn't know how much point there is now but he would. Councilperson Greenberg said we could have it on for this motion.

Supervisor LaGrange said now we are recording. We've gone over some of the things that have gone on during the past week with our opening and so forth. We have all the Town Board in attendance. We have a motion on the table now, and again this recording was started 20 minutes late because of someone's failure. Supervisor LaGrange apologized. We're about 15-20 minutes into this meeting but we've only covered recent cases. It's very minimal and so other odds and end. We have a motion on the table. Why don't you just say that again Adam if you would.

Resolution 2020-168

Councilperson Greenberg offered the following and moved its adoption:

Resolved that the Town Board of the Town of New Scotland does hire summer help, William Connolly, who lives in the Heldervale subdivision at a rate of \$12.50 per hour starting on Tuesday June 23, 2020.

Councilperson Greenberg asked if we need an end date on that. Highway Superintendent Guyer said I don't think we need an end date. He is a college student so probably the end of August but we won't run into overextending or using up our budgeted summer allowance. Councilperson Greenberg commented, "Great."

Councilperson Burke seconded the motion.

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

The motion carried.

Parks Department

Highway Superintendent Guyer wanted to give a quick update. He didn't want to get too much into it now but he will put together an email and send out what he thinks the bullet points are that we should be thinking about for the Parks Department with a potential reopening of our summer leagues. Some of the things I'd like to hit on and I will hit on in an email are things that I think we should think about like pavilion rentals. I have a cleaning and disinfecting plan in my head. Of course, we would follow the state guidelines with group size and stuff like that. Rest rooms are something I think we should discuss. I think we should discuss the dugouts for the Little League and the baseball field. When playground equipment is able to open up I think we should discuss that. I have cleaning and disinfecting in my head as well along with basic signage on the park. What we've seen is that people are using some "Use at your own risk" signs but I would also like to put around the park that equipment and facilities are disinfected daily. Things that we're doing to show the public when they come up. They can read the sign that this is disinfected daily, twice a day or whatever. I think some signage is needed. Councilperson Burke asked if we have wipes or something so that after each use they could do it. Highway Superintendent Guyer said that he doesn't have anything but he can come up with something probably for the restrooms. There is soap in there and water. We could probably come up with some hand sanitizer stations to mount at different locations. Maybe by the ball fields, backstops, or something like that. Councilperson Burke said she was thinking of something to wipe down the equipment. Highway Superintendent Guyer asked if she meant our own equipment? Councilperson Burke said like a swing or to wipe down the bathroom. That kind of thing. Highway Superintendent Guyer said that he has similar to what Doug has purchased. That gun for the whole room. We were going to disinfect equipment like that because of the size of it and probably with some sort of disinfectant solution in a clean new spray container, like a pump sprayer, was our thought. Councilperson Burke said she was just thinking of in between uses. I think all you can do is what you're suggesting, but the users could potentially after they walk out of the bathroom wipe down the surfaces. Highway Superintendent Guyer commented that we could think about what we could leave in there for stuff like that. Supervisor LaGrange said it's going to be a challenge because oftentimes in the parks when people are there alone or maybe a couple of kids stop by a lot of things that are not anchored down tend to go missing so we have to be conscious of that too. Councilperson Greenberg said it's one thing to wipe a swing handle down but to wipe a slide or something is more work. Highway Superintendent Guyer said he would go through this in his email and get it out to the Board for discussion prior to next Friday's meeting. That was his thought. For the entire playground, for the swings, and stuff like that he thinks we need a larger mechanism to broadcast our disinfecting material onto these things because of the size and the frequency that we will be doing it. Highway Superintendent Guyer said that we will hit on that. Like I said, I don't want to get too much into it today but I'll have something early in the week to send out to the Board and we can discuss it that way prior to next week's meeting. Councilperson Greenberg asked what the state guidelines on Parks is at the moment. Does anyone know? Are they all open? Town Clerk Deschenes said the Village is open. Councilperson Greenberg said that he would say the village is open. Highway Superintendent Guyer said that he's not sure on the playgrounds yet. I know we have been closed. I don't know about the playground. I know almost all parks are open in some fashion. Some of them still have bathrooms closed. Some of them have bathrooms open. I know in the Town of Guilderland they just opened some restrooms at Tawasentha. So, we will watch the state guidelines. We're in contact with Thacher Park, Guilderland, Bethlehem, and Saratoga Springs. There is a whole list of local parks that our on our email. All these ideas kind of float around. We will definitely check with the state and make sure we hit all those guidelines and take into consideration maybe going above and beyond some of that stuff depending on what we think and what our neighbors are doing, as well. I think as we're allowed to get this stuff back up and running in some sort of fashion with restrictions and that. I think that's the best thing to do with our precautions, our cleaning, and whatever we put in place for guidelines.

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Supervisor LaGrange said he was talking to Jamie Duncan the other day up at the Community Center when I was doing the signs. He was talking about his concern for the bathrooms. We got talking about it. I can't remember how it was suggested whether it was me or him. I did hear that Guilderland or maybe it was Bethlehem was hiring porta johns to get by for a while. They come with hand sanitizer units in them now. The companies come and clean them and disinfect them daily. I told him to call around to see what he could find. Has he talked to you about that? Highway Superintendent Guyer said he mentioned it briefly. I have no idea what a daily cleaning costs. Supervisor LaGrange said I don't either. Highway Superintendent Guyer asked who's using them. I can investigate and find out who's doing that if anyone local. I can call around for some costs on that, as well.

Councilperson Leinung said it looks like as of June 11th it's up to localities to decide if they want to reopen the playgrounds or not. Councilperson Leinung added the playgrounds, in general. Apparently there is guidance somewhere. I don't know where it is but it said localities can open playgrounds at their own discretion pursuant to guidelines from the state. I'm sure it's somewhere. I know NYC just opened their playgrounds and parks in general. Voorheesville did it, so I think we probably can but I don't know where this guidance is. I haven't seen it yet. Highway Superintendent Guyer said we'll come up with it. Attorney Naughton added to Ken that if he is having any trouble finding it let him know. Just send an email or text and he'll figure it out because we have someone here that's been following all the Executive Orders and I send those out from time to time. Highway Superintendent Guyer said okay. Attorney Naughton said he usually gets them on Friday. I'll look for that today and pass it on. Highway Superintendent Guyer replied okay, thank you.

Highway Superintendent Guyer said that other than that he thinks we're all set. As far as an update on highway we are business as usual. We are getting stuff done. We are keeping up on our daily cleaning of the building. That information is logged on a sheet. We are two weeks into taking our temperature now before we punch in. That is logged on a sheet. We are tracing our contact to each other depending on who's working together. That's logged on a sheet. Then our equipment, the drivers, or operators wipe down at the end of the day. They wipe down the vehicle they've been in or the equipment they've been in. We are doing good with our social distancing. Where we can't social distance is in our vehicles and we're doing very good with that, as well. We are wearing our masks. Since we implemented that a week and a half to two weeks ago I randomly pass the guys and we haven't had any additional incidences with that. We're doing well with that, as well. Councilperson Burke responded that that was great.

Supervisor LaGrange advised that the County email just came through so he'll send it out to everybody. There were no new deaths last night. So our total was 120 so far in the county and there are currently six individuals hospitalized, up from eight yesterday. So everything is pointed in the right direction. Supervisor LaGrange asked if Bill was asking something. Councilperson Hennessy said he was about to comment that there was a flyer on the website regarding just parks. It's the NYS DEC website but it's regarding just parks. It's more geared towards their own sites then a municipal site. You might be able to just get a flyer online and just post it in the bathrooms or wherever. Councilperson Hennessy started breaking up. Supervisor LaGrange said that he thinks we got the gist of it, Bill. Highway Superintendent Guyer said that we don't have to reinvent the wheel; we can utilize the state's flyers or something like that.

Zoom versus Live meeting

Supervisor LaGrange asked if anyone had anything else. Councilperson Burke asked Mike if he understood correctly that if we're going to have a meeting larger than 25 people we can still use Zoom but otherwise we have to do live meetings? Attorney Naughton said he thought that's right. Councilperson Burke asked starting when? Attorney Naughton said after July 7th. Councilperson Burke said so next week we can still do a Zoom call? Attorney Naughton replied, "As we set it up." Councilperson Leinung said it's not next week. Supervisor LaGrange said next Friday and then we can still do our meeting on July 6th. Councilperson Greenberg said his understanding was that after July 7th every meeting has to be in Town Hall. Attorney Naughton said unless they extend it. Supervisor LaGrange said that he did talk Peter Barber about that and he was checking on that. Let me tell you what he said. He said he's been reading the Executive Orders and he feels that the state is not likely to recommend any large municipal public hearings or meeting even in phase four. It's indoors and there are capacity limits with the six foot separation. Supervisor LaGrange added that the tough part we'd

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have is if we had a six-foot separation again after the election on Tuesday when we re-set up the chairs. I can kind of go through and assign chairs and stuff to see how it would fit. If and when we do open up for a public meeting, we would also probably limit the chairs and just have them six feet apart and put the other chairs away for the time being until things open up further. The problem with that is what you do if we have enough room in there for say a dozen people (I'm just throwing numbers out) and 15 people come? Then what do you do? If you have a public hearing you can't limit the amount of people you let in. Peter is of the mindset that we will probably have some sort of extension for that type of scenario which I can't disagree with because it's hard to anticipate who is going to come and how many might come. Just with us there and if we're six feet separate, there is the five of us plus Diane, Kenny, Michael, and Garrett. So we have nine already that have to separate six feet. So now how much room do we have left separating any audience members? It's going to be something that we'll have to look at and play with and get a feel for after Tuesday when we can actually do some measurements and see what we have. I kind of agree with Peter. I think we'll probably see some type of provision that might come up after phase 4 that we can have aggressive public meetings but we'll see.

Attorney Naughton said that from our experience here in the office we have people that go over to all sorts of towns or meetings, planning board meetings etc. Colonie is now doing live meetings for their Planning Board and some of the other towns are. You are correct. That can turn into an open meetings law issue if there is not enough space to let everybody in, and then you have an objection that this person wanted to attend a public hearing and were unable to do so. I would not be surprised also if there are further extensions with respect to this. Not every municipality has a facility like Colonie where you can fit a lot of people in there. We have limits. Supervisor LaGrange said we will play it by ear and see how it goes, that's all. Does anyone else have anything? I don't know if you saw but Ken had to run but he thanked everybody for the summer hire. He's heading out but he thanked us with a chat.

Hilton Park

Councilperson Hennessy asked if his transmission was clear right now. Supervisor LaGrange said no video but the audio is clear. Councilperson Hennessy said that the Hilton Park grant application process to get the contract signed is complete but they have a review right now going on at their main office for preparing the contract and getting it out to be signed. So hopefully that is happening as we speak but obviously it's taking many months for that to occur. We hope that they will deal with it expeditiously because as we all kept saying the plans for the roof are already done and we can go to bid, but it's getting kind of late though in order to get that done this year. That might be a problem to get that completed this year if it goes through. I just wanted to keep you aware of that, number one. Number two, Creighton Manning started dealing with some of the site design issues. Our wetlands biologist on the project did a little bit of additional work for us really for no remuneration. He ended up going and doing a new GPS location of the trails that have already been completed so we will have a near exact location of the trail network on the map. That will be great. We're moving forward with that too. Supervisor LaGrange said that's great. It's nice to get something done while we're going through all of this stuff. That's a big deal, Bill, thanks.

Supervisor LaGrange asked if there was anything else. Attorney Naughton asked if the Board was definitely going to set a meeting for next Friday? Supervisor LaGrange said yes. I think we have enough things that we discussed today that we want to still meet and keep the flow going when it comes to the parks and anything else. I would say so unless someone has an objection to that. I think we're all in agreement to do that. The Board agreed.

Supervisor LaGrange asked Attorney Naughton to give him a call at the office when we get off because he had a couple of questions.

2. Adjourn

Councilperson Greenberg made a motion to adjourn, seconded by Councilperson Leinung. The meeting adjourned at 1:42 PM.

Diane R. Deschenes, Town Clerk.