

Town Board Meeting March 8, 2021

Supv. Crossen called the monthly meeting of the Alabama Town Board to order at 7:00 p.m. Roll Call was taken, Councilperson Fisher, Veazey and Supv. Crossen were present. Present via zoom: Councilperson LaGrou and Klotzbach. Also present were Supt. Covell, Mark Masse, Mike Morris, and Scott Harkness.

Also present via zoom: Jeremy DeLyser, Chad Klotzbach, Wendly Kingsland, Attorney Boylan, Katie Chapman, Dave Bencic, Tom Carpenter, Robert Klavoon, Drew Reilly and Brenor Brophy.

Privilege of the Floor

Katie Chapman – there will be a public meeting at 6:00 p.m., March 17th. Will forward zoom information to Town Clerk.

Highway -- Supt. Covell gave an update:

Been busy plowing roads and cleaning out fire hydrants.

Cutting and trimming trees as the weather allows.

Replacing signs where needed.

Would like to replace the Welcome to Alabama signs, they are old and no longer reflective.

Sample of signs to board members. Would like to put no parking on the signs which would require a local law to do so. Also, possibly adding no soliciting/peddling, this too would require a local law.

Street lights – getting updated pricing from National Grid.

Utility Fork Estimates – Supt. Covell received estimates from the following:

\$8,589 from Case/Monroe Tractor

\$7,625 from John Deere

\$7,214 from George & Sweede

MOTION by Councilperson LaGrou, seconded by Councilperson Veazey to allow Supt. Covell to purchase loading forks from George & Swede at a cost of \$7,214.00. Approved by roll call vote:
C. Fisher – yes C. LaGrou – yes C. Klotzbach – yes C. Veazey – yes Supv. Crossen – yes

Appointments

Need to find someone for the Board of Assessment Review, as soon as possible.

Press Policy

Supv. Crossen sent a draft of a press policy to Attorney Boylan for his review. Will have final draft for board members next month.

STAMP – Mark Masse gave update:

EDC accepted application for incentives from Plug Power.

Bid opening March 12th for forced mains (sewer line).

Working on Transportation Corp. formation for Water and Sewer Works.

CPL gave brief presentation on the proposed sewer for STAMP.

Disc. on having a Town Board member on the Water/Sewer Works Corp., to be appointed each year.

A public hearing will be held at 6:30 p.m., March 22nd at the Fire Hall for the proposed incentives to Plug Power.

Brenor Brophy from Plug Power gave a presentation on their proposed project. Plug Power is working on a site review application for the Town.

Water Dist. 2 – Jeremy DeLyser gave update:

Phase 4 work has resumed as of today.

Phase 3A/C – finding new settlement with the weather warming up.

Phase 3B – Sergi is currently working on Ledge Road heading to Alleghany Rd.

Working on service permit for water to the John White Game Farm for the DEC.

COVID-19 – Supv. Crossen gave update:

The Governors orders expire in April. Board members will have to come to meetings in person to vote. Will still offer Zoom meetings for other attendees.

Working on modifying the entrance of the Town Hall, will have area gated, Assessor will come out to hallway to greet residents. There will be a table and plexi glass to separate the Assessor from the Residents.

Zoom – Supv. Crossen asked for another zoom account for the Town. We have one currently, but have to close out of the meeting in order to go into executive session. Cost is \$14.99 per month. 2nd Zoom account will be used for executive sessions, the current zoom account can be used by the Planning and Zoning Board meetings.

MOTION by Councilperson Fisher, seconded by Councilperson Veazey to add a second zoom account for the Town at a cost of \$14.99 per month. Approved by roll call vote:

C. Fisher – yes C. LaGrou – yes C. Klotzbach – yes C. Veazey – yes Supv. Crossen – yes

Public Employer Health Emergency Plan

Supv. Crossen gave a copy of the plan to board members for their review.

Public Employer Health Emergency Plan for the Town of Alabama

This plan has been developed in accordance with NYS legislation S8617B/A10832.

Promulgation

This plan has been developed in accordance with the amended New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable.

This plan has been developed as required by the amended New York State Labor Law.

No content of this plan is intended to impede, infringe, diminish, or impair the rights of us or our valued 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.

This plan has been approved in accordance with requirements applicable to the agency, jurisdiction, authority, or district, as represented by the signature of the authorized individual below.

As the authorized official of the Town of Alabama, I hereby attest that this plan has been developed, approved, and placed in full effect in accordance with S8617B/A10832 which amends New York State Labor Law section 27-c and

New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable, to address public health emergency planning requirements.

Signed on this day: date

By: Robert Crossen Signature: _____ Title: Supervisor

Record of Changes

Record of Changes		

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Purpose, Scope, Situation Overview, and Assumptions

Purpose

This plan has been developed in accordance with the amended New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable. These laws were amended by the passing of legislation S8617B/A10832 signed by the Governor of New York State on September 7, 2020, requires public employers to adopt a plan for operations in the event of a declared public health emergency involving a communicable disease. The plan includes the identification of essential positions, facilitation of remote work for non-essential positions, provision of personal protective equipment, and protocols for supporting contact tracing.

Scope

This plan was developed exclusively for and is applicable to the Town of Alabama. This plan is pertinent to a declared public health emergency in the State of New York which may impact our operations; and it is in the interest of the safety of our employees and contractors, and the continuity of our operations that we have promulgated this plan.

Situation Overview

On March 11, 2020 the World Health Organization declared a pandemic for the novel coronavirus which causes the COVID-19 severe acute respiratory syndrome. This plan has been developed in accordance with amended laws to support continued resilience for a continuation of the spread of this disease or for other infectious diseases which may emerge and cause a declaration of a public health emergency.

The health and safety of our employees and contractors is crucial to maintaining our mission essential operations. We encourage all employees and contractors to use [CDC Guidance for Keeping Workplaces, Schools, Homes, and Commercial Establishments Safe](#). The fundamentals of reducing the spread of infection include:

- Using hand sanitizer and washing hands with soap and water frequently, including:
 - After using the restroom
 - After returning from a public outing
 - After touching/dispersing of garbage
 - After using public computers, touching public tables, and countertops, etc.
- Practice social distancing when possible
- If you are feeling ill or have a fever, notify your supervisor immediately and go home ● If you start to

experience coughing or sneezing, step away from people and food, cough or sneeze into the crook of your arm or a tissue, the latter of which should be disposed of immediately • Clean and disinfect workstations at the beginning, middle, and end of each shift

- Other guidance which may be published by the CDC, the State Department of Health, or County health officials.

Planning Assumptions

This plan was developed based on information, best practices, and guidance available as of the date of publication. The plan was developed to largely reflect the circumstances of the current Coronavirus pandemic but may also be applicable to other infectious disease outbreaks.

The following assumptions have been made in the development of this plan:

- The health and safety of our employees and contractors, and their families, is of utmost importance • The circumstances of a public health emergency may directly impact our own operations. • Impacts of a public health emergency will take time for us to respond to, with appropriate safety measures put into place and adjustments made to operations to maximize safety
- The public and our constituency expects us to maintain a level of mission essential operations • Resource support from other jurisdictions may be limited based upon the level of impact the public health emergency has upon them
- Supply chains, particularly those for personal protective equipment (PPE) and cleaning supplies, may be heavily impacted, resulting in considerable delays in procurement
- The operations of other entities, including the private sector (vendors, contractors, etc.), non-profit organizations, and other governmental agencies and services may also be impacted due to the public health emergency, causing delays or other disruptions in their services
- Emergency measures and operational changes 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
- Per S8617B/A10832, 'essential employee' is defined as a public employee or contractor that is required to be physically present at a work site to perform their job
- Per S8617B/A10832, 'non-essential employee' is defined as a public employee or contractor that is not required to be physically present at a work site to perform their job

Concept of Operations

The Supervisor of the Town of Alabama, their designee, or their successor holds the authority to execute and direct the implementation of this plan. Implementation, monitoring of operations, and adjustments to plan implementation may be supported by additional personnel, at the discretion of the Supervisor.

Upon the determination of implementing this plan, all employees and contractors of the Town of Alabama shall be notified by memo and/or email, with details provided as possible and necessary, with additional information and updates provided on a regular basis. The Public will be notified of pertinent operational changes by way of legal notice and/or website posting and/or Facebook posting. Other interested parties, such as vendors, will be notified by phone and/or email as necessary. The Supervisor will maintain communications with the public and constituents as needed throughout the implementation of this plan.

The Supervisor of the Town of Alabama, their designee, or their 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 Supervisor of the Town of Alabama, their designee, or their successor will direct the resumption of normal operations or operations with modifications as necessary.

Mission Essential Functions

When confronting events that disrupt normal operations, the Town of Alabama is committed to ensuring that essential functions will be continued even under the most challenging circumstances.

Essential functions are those functions that enable an organization to:

1. Maintain the safety of employees, contractors, and our constituency
2. Provide vital services
3. Provide services required by law
4. Sustain quality operations
5. Uphold the core values of the Town of Alabama

The Town of Alabama has identified as critical only those priority functions that are required or are necessary to provide vital services. During activation of this plan, all other activities may be suspended to enable the organization to concentrate on providing the critical functions and building the internal capabilities necessary to increase and eventually restore operations. Appropriate communications with employees, contractors, our constituents, and other stakeholders will be an ongoing priority.

Essential functions are prioritized according to:

- The time criticality of each essential function
- Interdependency of a one function to others
- The recovery sequence of essential functions and their vital processes

Priority 1 identifies the most essential of functions, with priority 4 identifying functions that are essential, but least among them.

The mission essential functions for the Town of Alabama have been identified as:

Essential Function	Description	Priority
Snow & Ice Control	Keeps roads clear and passable.	1
Building Inspection	Addresses life safety issues.	1
Finance	Ensure Town's financial obligations are met.	1
Court	As ordered by NYS Justice Court Administration.	1
Tax collection	Essential during tax collection season.	2
Cleaning/disinfecting	Essential if building is used.	1
Death Certificates	Required by NYS to be filed upon death of an Alabama resident	1

Essential Positions

Each essential function identified above requires certain positions on-site to effectively operate. The table below

identifies the positions or titles that are essential to be staffed on-site for the continued operation of each essential function. Note that while some functions and associated personnel may be essential, some of these can be conducted remotely and do not need to be identified in this section.

Snow & Ice Control	<ul style="list-style-type: none"> ● Highway Superintendent ● Crew 	The Superintendent prioritizes the tasks, schedules the crew and participates in plowing/salting. Crew members perform plowing/salting and other snow and ice control tasks.
Building Inspection	<ul style="list-style-type: none"> ● CEO/ZEO 	Performs inspections to determine the safety of a structure.
Finance	<ul style="list-style-type: none"> ● Supervisor 	Supervisor is the Chief Financial Officer and oversees all financial functions; most can be done remotely.
	<ul style="list-style-type: none"> ● Bookkeeper 	Bookkeeper prepares payroll, cuts accounts payable checks and makes bank deposits; some can be done remotely.
Court	<ul style="list-style-type: none"> ● Justices ● Clerks 	Arraigns arrestees; could be done remotely depending on State requirements. Assists judges; could be done remotely depending on State requirements.
Tax Collection	<ul style="list-style-type: none"> ● Town Clerk/Receiver 	Collects property taxes and deposits; some can be done remotely.
Cleaning/disinfecting	<ul style="list-style-type: none"> ● Maintenance and cleaning ● Town Appointed Employee 	Cleans/disinfects spaces that are used.
Death Certificate	<ul style="list-style-type: none"> ● Town Clerk 	Produces required documents upon death of resident.

Reducing Risk Through Remote Work and Staggered Shifts

Through assigning certain staff to work remotely and by staggering work shifts, we can decrease crowding and density at work sites and on public transportation

Remote Work Protocols

Non-essential employees and contractors able to accomplish their functions remotely will be enabled to do so at the greatest extent possible. Working remotely requires:

1. Identification of staff who will work remotely
 - a. Assessor
 - b. Town Historian
 - c. Planning and Zoning Boards and secretary
 - d. Judges and Court Clerks to the extent possible

- e. Town Clerk to the extent possible
- 2. Approval and assignment of remote work
 - a. Supervisor for Assessor, Town Historian and Planning and Zoning Boards
 - b. NYS Justice Court Administration
 - c. Town Clerk and Town Clerk in consultation for Town Clerk's office
- 3. Equipping staff for remote work, which may include:
 - a. Internet capable laptop
 - b. Necessary peripherals
 - c. Access to VPN and/or secure network drives
 - d. Access to software and databases necessary to perform their duties
 - e. A solution for telephone communications
 - i. Note that phone lines may need to be forwarded to off-site staff

Staggered Shifts

Implementing staggered shifts may be possible for personnel performing duties which are necessary to be performed on-site but perhaps less sensitive to being accomplished only within core business hours. As possible, management will identify opportunities for staff to work outside core business hours as a strategy of limiting exposure. Regardless of changes in start and end times of shifts, the Town of Alabama will ensure that employees are provided with their typical or contracted minimum work hours per week. Staggering shifts requires:

- 1. Identification of positions for which work hours could be staggered
 - a. Highway Crew and Highway Superintendent in consultation.
- 2. Approval and assignment of changed work hours
 - b. Highway Superintendent

Personal Protective Equipment

The use of personal protective equipment (PPE) to reduce the spread of infectious disease is important to supporting the health and safety of our employees and contractors. PPE which may be needed can include:

- Masks
- Gloves

Note that while cleaning supplies are not PPE, there is a related need for cleaning supplies used to sanitize surfaces, as well as hand soap and hand sanitizer. The Coronavirus pandemic demonstrated that supply chains were not able to keep up with increased demand for these products early in the pandemic. As such, we are including these supplies in this section as they are pertinent to protecting the health and safety of our employees and contractors.

Protocols for providing PPE include the following:

1. Identification of need for PPE based upon job duties and work location		<u>Masks</u>	<u>Gloves</u>
a.	Town Hall (extra on hand)	850	1100
	Supervisor/Board masks	50	
	Town Clerk masks	50	
	Justice	100	
	Court	50	
	Maintenance/cleaning masks & gloves	50	100
	Assessor (one day per week)	50	
	CEO/ZEO	50	

b. Highway Garage	250	300
	total 1500	1500

2. Procurement of PPE

a. As specified in the amended law, public employers must be able to provide at least two pieces of each required type of PPE to each essential employee and contractor during any given work shift for at least six months. Public employers must be able to mitigate supply chain disruptions to meet this requirement. Genesee County Office of Emergency Services will support short term supply chain disruptions.

3. Storage of, access to, and monitoring of PPE stock

- a. PPE must be stored in a manner which will prevent degradation.
- b. Employees and contractors must have immediate access to PPE in the event of an emergency c. The supply of PPE must be monitored to ensure integrity and to track usage rates

The Town of Alabama will store the appropriate amounts of PPE indoors in unopened packages at each workplace: Town Hall, Town Building. The person responsible for monitoring and maintain the stock of PPE is:

- Town Hall: Town Clerk
- Highway Garage: Highway Superintendent

Suppliers for PPE:

Genesee County Office of Emergency Preparedness
Regional Distributors

Cleaning supplies/disinfectants will be kept at each building. Suppliers for cleaning supplies:

Regional Distributors
Staples
Walmart

Staff Exposures, Cleaning, and Disinfection

Staff Exposures

Staff exposures are organized under several categories based upon the type of exposure and presence of symptoms. Following CDC guidelines, we have established the following protocols:

- A. If employees or contractors are exposed to a known case of communicable disease that is the subject of the public health emergency (defined as a ‘close contact’ with someone who is confirmed infected, which is a prolonged presence within six feet with that person):
 - 1. Potentially exposed employees or contractors who do not have symptoms should remain at home or in a comparable setting and practice social distancing for the lesser of 14 days or other current CDC/public health guidance for the communicable disease in question.
 - a. As possible, these employees will be permitted to work remotely during this period of time if they are not ill.
 - b. The Supervisor of the Town of Alabama and the Highway Superintendent (if the employee is in the highway department) must be notified and who is responsible for ensuring these protocols

are followed.

- c. See the section titled Documentation of Work Hours and Locations for additional information on contact tracing
2. CDC guidelines for COVID-19 provide 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.
 - a. Additional precautions will include the requirement of the subject employee or contractor, as well as others working in their proximity, to wear appropriate PPE at all times to limit the potential of transmission.
 - b. In-person interactions with the subject employee or contractor will be limited as much as possible.
 - c. Work areas in which the subject employee or contractor are present will be disinfected according to current CDC/public health protocol at least every hour, as practical. See the section on Cleaning and Disinfection for additional information on that subject.
 - d. If at any time they exhibit symptoms, refer to item B below.
 - e. The Supervisor of the Town of Alabama or the Highway Superintendent (if the employee is in the highway department) is the decision-maker in these circumstances and who is responsible for ensuring these protocols are followed.
- B. If an employee or contractor exhibits symptoms of the communicable disease that is the subject of the public health emergency:
 1. Employees and contractors who exhibit symptoms in the workplace should be immediately separated from other employees, customers, and visitors. They should immediately be sent home with a recommendation to contact their physician.
 2. Employees and contractors who exhibit symptoms outside of work should notify their supervisor and stay home, with a recommendation to contact their physician.
 3. Employees should not return to work until they have met the criteria to discontinue home isolation per CDC/public health guidance and have consulted with a healthcare provider.
 4. The Town of Alabama will not require sick employees to provide a negative test result for the disease in question or healthcare provider's note to validate their illness, qualify for sick leave, or return to work; unless there is a recommendation from the CDC/public health officials to do so.
 5. CDC criteria for COVID-19 provides that persons exhibiting symptoms may return to work if at least 24 hours have passed since the last instance of fever without the use of fever-reducing medications. If the disease in question is other than COVID-19, CDC and other public guidance shall be referenced.
 6. The Supervisor of the Town of Alabama or the Highway Superintendent must be informed in these circumstances and who is responsible for ensuring these protocols are followed
- C. If an employee or contractor has tested positive for the communicable disease that is the subject of the public health emergency:
 1. Apply the steps identified in item B, above, as applicable.
 2. Areas occupied for prolonged periods of time by the subject employee or contractor will be closed off.
 - a. CDC guidance for COVID-19 indicates that a period of 24 hours is ideally given before cleaning, disinfecting, and reoccupation of those spaces will take place. If this time period is not possible, a period of as long as possible will be given. CDC/public health guidance for the disease in question will be followed.
 - b. Any common areas entered, surfaces touched, or equipment used shall be cleaned and disinfected immediately.
 - c. See the section on Cleaning and Disinfection for additional information on that subject.
 3. Identification of potential employee and contractor exposures will be conducted
 - a. If an employee or contractor is confirmed to have the disease in question, the Supervisor of the

Town of Alabama, the Highway Superintendent (if the employee is in the highway department) or their designee should inform all contacts of their possible exposure.

Confidentiality shall be maintained as required by the Americans with Disabilities Act (ADA). b.

Apply the steps identified in item A, above, as applicable, for all potentially exposed personnel.

4. The Supervisor of the Town of Alabama and the Highway Superintendent (if the employee is in the highway department) must be notified in these circumstances and who is responsible for ensuring these protocols are followed

We recognize there may be nuances or complexities associated with potential exposures, close contacts, symptomatic persons, and those testing positive. We will follow CDC/public health recommendations and requirements and coordinate with our local public health office for additional guidance and support as needed.

Cleaning and Disinfecting

CDC/public health guidelines will be followed for cleaning and disinfection of surfaces/areas. Present guidance for routine cleaning during a public health emergency includes:

1. As possible, employees and contractors will clean their own workspaces in the beginning, middle, and end of their shifts, at a minimum.
 - a. High traffic/high touch areas and areas which are accessible to the public/constituents will be disinfected daily by the maintenance staff or by an assigned highway crew member at the highway garage.
 - b. Cleaning employee cleans weekly at the town hall and town building. Assigned highway crew member cleans weekly at the highway garage.
2. Staff tasked with cleaning and disinfecting areas will be issued and required to wear PPE appropriate to the task.
3. Soiled surfaces will be cleaned with a cleaning agent before being disinfected.
4. Surfaces will be disinfected with products that meet EPA criteria for use against the virus in question and which are appropriate for that surface.
5. Staff will follow instructions of cleaning products to ensure safe and effective use of the products.

Employee and Contractor Leave

Public health emergencies are extenuating and unanticipated circumstances in which the Town of Alabama is committed to reducing the burden on our employees and contractors. The *Families First Coronavirus Response Act* provided requirements related to the COVID-19 pandemic, which form the policies outlined below. This policy may be altered based upon changes in law or regulation, as applicable.

It is our policy that employees of the Town of Alabama will not be charged with leave time for testing. Employees will be provided with up to two weeks (up to 80 hours) of paid sick leave at the employee's regular rate of pay for a period which the employee is unable to work due to quarantine (in accordance with federal, state, or local orders or advice of a healthcare provider), and/or experiencing symptoms and seeking medical diagnosis.

Additional provisions may be enacted based upon need and the guidance and requirements in place by federal and state employment laws, FMLA, executive orders, and other potential sources.

Contractors, either independent or affiliated with a contracted firm, are not classified as employees of the Town of Alabama, and as such are not provided with paid leave time by Town of Alabama, unless required by law.

Documentation of Work Hours and Locations

In a public health emergency, it may be necessary to document work hours and locations of each employee and contractor to support contact tracing efforts. Identification of locations shall include on-site work, off-site visits. This information may be used by the Town of Alabama to support contact tracing within the organization and may be shared with local public health officials.

1. During a Public Health emergency, and for the purpose of contact tracing, the Town of Alabama employees will be required to keep a log of hours worked:
 - a. On-site at their normally assigned job site
 - b. On-site at alternate locations
2. For the purposes of contact tracing, a Town of Alabama employee is defined as one appointed or elected who receives remuneration from the Town of Alabama.
3. The log will record the date, time in, time out, and location. A log document will be supplied by the Supervisor of the Town of Alabama. The log does not need to include time spent working from home.
4. The logs will be turned in weekly to the Supervisor of the Town of Alabama and kept on file in the Supervisor's office.
5. The logs will be used for contact tracing and shared only with appropriate health agencies or governmental authorities.

Housing for Essential Employees

There are circumstances within a public health emergency when it may be prudent to have essential employees lodged in such a manner which will help prevent the spread of the subject communicable disease to protect these employees from potential exposures, thus helping to ensure their health and safety and the continuity of the Town of Alabama's essential operations.

If such a need arises, hotel rooms are expected to be the most viable option. If hotel rooms are for some reason deemed not practical or ideal, or if there are no hotel rooms available, the Town of Alabama will coordinate with Genesee County Offices of Emergency Management and Social Services to help identify and arrange for these housing needs.

MOTION by Councilperson LaGrou, seconded by Councilperson Klotzbach to adopt the Public Employer Health Emergency Plan for the Town of Alabama as written. Approved by roll call vote:

C. Fisher – yes C. LaGrou – yes C. Klotzbach – yes C. Veazey – yes Supv. Crossen – yes

Court – Received JCAP grant award letter. The Town will receive \$4,171 for filing cabinets, a desk and a rolling file cart.

Wind Energy Nothing new.

Solar – New York State passed 94C, Major renewable energy development program.

Town Hall – nothing new.

Solar Reimbursement Agreement – a draft agreement was sent to EDPR, they responded with their own agreement. Attorney Boylan and Supv. Crossens to continue to work with EDPR on an agreement.

Union Contract – Nothing new.

Spectrum Franchise Agreement – Waiting to receive an agreement from Spectrum.

Approval of Minutes

2/8/2021 NYSERDA Mtg., and Bd. Mtg. – MOTION by Councilperson Veazey, seconded by Councilperson Fisher to accept minutes as presented. Approved by roll call vote:

C. Fisher – yes C. LaGrou – yes C. Klotzbach – yes C. Veazey – yes Supv. Crossen – yes

Supervisors Report

2/28/2021 -- MOTION by Councilperson Veazey, seconded by Councilperson LaGrou to accept report as written. Approved by Roll Call Vote:

C. Fisher – yes C. LaGrou – yes C. Klotzbach – yes C. Veazey – yes Supv. Crossen – yes

2020 AUD

MOTION by Councilperson Klotzbach, seconded by Councilperson Fisher to accept the 2020 AUD and submit it to New York State. Approved by roll call vote:

C. Fisher – yes C. LaGrou – yes C. Klotzbach – yes C. Veazey – yes Supv. Crossen – yes

Audit Bills

MOTION by Councilperson Veazey, seconded by Supervisor Crossen to accept Abstract #003-2021 and pay bills in the amount of \$49,446.42 vouchers 52 to 75 General Fund; \$22,359.49 vouchers 33 to 47 Highway Fund; \$663,732.64 vouchers 9 to 11 Water District 2; \$2,140.08 vouchers 6 to 8 Water District 1. Approved by Roll Call Vote:

C. Fisher – yes C. LaGrou – yes C. Klotzbach – yes C. Veazey – yes Supv. Crossen – yes

Williamson Law Books Contract

MOTION by Councilperson LaGrou, seconded by Councilperson Fisher to accept the Williamson Law Contracts for the Payroll and Town Clerk Programs and have Supv. Crossen sign them. Approved by roll call vote:

C. Fisher – yes C. Veazey -- yes C. LaGrou – yes C. Klotzbach – yes C. Supv. Crossen – yes

Town Clerk's Report

February 2021 -- MOTION by Councilperson LaGrou, seconded by Councilperson Veazey to accept report as written. Approved by Roll Call Vote:

C. Fisher – yes C. LaGrou – yes C. Klotzbach – yes C. Veazey – yes Supv. Crossen – yes

Assessor's Report

January 2020 Transfers -- MOTION by Councilperson LaGrou, seconded by Councilperson Klotzbach to accept report as written. Approved by Roll Call Vote:

C. Fisher – yes C. LaGrou – yes C. Klotzbach – yes C. Veazey – yes Supv. Crossen – yes

CEO/ZEO Report

February 2021 -- MOTION by Councilperson Veazey, seconded by Councilperson LaGrou to accept report as written. Approved by Roll Call Vote:

C. Fisher – yes C. LaGrou – yes C. Klotzbach – yes C. Veazey – yes Supv. Crossen – yes

Mike Morris will be meeting with BAS tomorrow to set up the Code/Zoning program. State Report is done.

2021 Budget

Supv. Crossen informed the board that the funds for the highway trailer were not taken out of the 2020 budget, will need to find out where to take it from in the 2021 budget.

Planning Board

Supv. Crossen received a letter of resignation from Planning Board Chairman, Ron Gilbert.

MOTION by Councilperson Klotzbach, seconded by Councilperson LaGrou to accept the letter of resignation from Ron Gilbert, with regrets. Approved by roll call vote:

C. Fisher – yes C. LaGrou – yes C. Klotzbach – yes C. Veazey – yes Supv. Crossen – yes

Audit Update

Freed, Maxick will be out next week to do the audit.

Website – Councilperson Klotzbach has reached out to Millennium regarding updating the website. There will be a price increase in the hosting fee, approx. \$10 per month. If Millennium makes changes to the website on behalf of the Town (uploading minutes, adding public hearing it will be a min. \$10 charge).

Planning Board Chairman appointment – need to fill vacant seat ASAP.

Executive Session

MOTION by Councilperson Fisher, seconded by Councilperson Veazey to go into executive session at 8:31 p.m. to discuss matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation; and/or Negotiations and updates subject to NDAs regarding the IZA; and/or Negotiations regarding the Teamsters Contract with Attorney Boylan and Mark Masse. Approved by roll call vote:

C. Fisher – yes C. LaGrou – yes C. Klotzbach – yes C. Veazey – yes Supv. Crossen – yes

MOTION by Councilperson Veazey, seconded by Councilperson Fisher to come out of executive session at 9:23 p.m. Approved by roll call vote:

C. Fisher – yes C. LaGrou – yes C. Klotzbach – yes C. Veazey – yes Supv. Crossen – yes

MOTION by Councilperson Veazey, seconded by Councilperson LaGrou to adjourn meeting at 9:24 p.m. Approved by roll call vote:

C. Fisher – yes C. LaGrou – yes C. Klotzbach – yes C. Veazey – yes Supv. Crossen – yes

Respectfully Submitted,

Rebecca L. Borkholder
Town Clerk