

**TOWN OF MARCELLUS
TOWN BOARD MEETING MINUTES**

May 20, 2020

A Regular Meeting of the Town Board of the Town of Marcellus, County of Onondaga, State of New York was held on Wednesday, May 20, 2020, in the Town Hall, 24 East Main Street, Marcellus, New York. Those present were:

Present at the Town Hall: Karen Pollard, Supervisor; Jim Gascon, Attorney; Laurie Stevens, Councilor; John Cusick, Councilor; Don MacLachlan, Highway Superintendent; John Houser, Codes Officer; Keith Ramsden, Park Crew Leader and Sandy Taylor, Town Clerk.

Also present via Teleconference: Tammy Sayre, Councilor; Terry Hoey, Councilor; Melinda Bowe, from Costello, Cooney and Fearon; Leanne Stenger from Costello, Cooney and Fearon; Sandy Elsey, Parks and Recreation Secretary and Karen Cotter, Planning and Zoning Secretary.

Abstract of Audited Vouchers: The Abstract of Audited Vouchers was given to the Board Members as submitted by the Town Clerk. Abstract #5 as of May 18, 2020.
Claim #'s – 150501-150532, 150541-150546.

| | <u>Expenses:</u> |
|-------------------|------------------|
| General Fund | \$20,603.02 |
| Part Town General | 3,628.59 |
| Town Wide Highway | 52,660.57 |
| Part Town Highway | 3,375.05 |
| Fire District | 583.00 |
| Trust & Agency | <u>879.54</u> |
| Total | \$81,729.77 |

Councilor Stevens made a motion seconded by Councilor Cusick to approve the Abstract of Audited Vouchers as of May 18, 2020.

Ayes - Pollard, Stevens, Cusick, Sayre and Hoey

Carried

Supervisor Pollard mentioned that Lori Petrocci, Bookkeeper, is keeping an eye on the finances with the Covid-19 Virus.

OLD BUSINESS

Market in the Park: Sandy Elsey has been speaking with Phil Coccia, Director of Parks and Recreation, and they may start the Market in the Park the Wednesday after July 4, 2020, (this all depends on the County, State and what the CDC recommendations are at that time). They would have the Park Employees keep the tables at least six – feet apart.

Keith Ramsden asked about the cars and coffee that meet in the Park. No decisions to start up until at least July 1. Also, the bathrooms are not open as of yet.

Concerts: The Board will wait to see about the July and August Concerts.

Pavilions: Sandy Elsey asked about the June pavilion rentals. At this time, she will contact the people to see if they would like a refund or to reschedule to a later date.

Tennis Courts: Councilor Stevens made a motion seconded by Councilor Cusick that the Park can open up the Tennis Courts at this time. The Basketball Courts are to remain closed.

Ayes – Pollard, Stevens, Cusick, Sayre and Hoey Carried

Town Hall – Discussion: Laurie Stevens, John Cusick and Don MacLachlan met with Mike O’Shea from QPK Designs. At this time no changes are going to be made to the plans. Councilors Hoey and Sayre are working on a letter and the brochure to send out to the public explaining the need for a new Town Hall. The discussion led to having a Public Hearing for the Permissive Referendum on July 15, 2020 at the Fire Department (depending on the recommendations of the County, State and CDD at that time). Sandy Taylor, Town Clerk will check to make sure that the Fire Department would be available.

NEW BUSINESS

June Meeting – Time Change: Supervisor Pollard made a motion seconded by Councilor Hoey to change the June 3, 2020 meeting time from 7:00 pm to 5:30 pm.

The Assessor is having the Board of Assessment Review Meeting Wednesday, June 3, 2020 at 7:00 here at the Town Hall.

Ayes – Pollard, Stevens, Hoey, Sayre and Cusick Carried

COVID 19 – Workplace Safety Resolution:

TOWN OF MARCELLUS TOWN BOARD RESOLUTION RELATING TO COVID-19 PANDEMIC PROTOCOLS

At a regular Board Meeting conducted on May 20, 2020, the following Resolution was offered by Councilor Sayre and seconded by Councilor Stevens:

PRESENT: Karen Pollard
Terry Hoey

Town Supervisor
Councilor – Via Zoom

John Cusick
Tammy Sayre
Laurie Stevens

Councilor
Councilor – Via Zoom
Councilor

WHEREAS, the Town Board recognizes the unique threat posed by the COVID-19 pandemic to Town employees, contractors and visitors; and

WHEREAS, the Governor of the State of New York has issued a series of Executive Orders restricting a number of activities to preserve the health and welfare of the citizens of the State of New York; and

WHEREAS, the Town of Marcellus desires to comply with all Executive Orders of the Governor and in recognition of the Governor's requirements to reopen municipal government and also to help lower the risks of spreading the COVID-19 virus, the Town of Marcellus, Town Board hereby enacts the following protocols:

THE FOLLOWING ON-THE-JOB PROTOCOLS AND PROCEDURES TO PREVENT TRANSMISSION OF THE COVID-19 VIRUS ARE HEREBY ENACTED:

- No handshaking
- Wash hands often with soap for at least 20 seconds or use an alcohol-based hand sanitizer with at least 60% ethanol or 70% isopropanol
- Each department should develop cleaning and decontamination procedures that are posted and shared. These Procedures must cover staff cleaning department public areas after each transaction with the public. In addition, staff are required to clean their own desk or personal surfaces, including equipment, keyboards, telephones, touchpads, vehicles, etc. Each Department Procedure shall be posted at all entry points to the office and/or throughout the work site (i.e. Highway and Parks)
- A “No Congregation” policy is in effect; individuals must implement social distancing by maintaining a minimum distance of 6-feet from other individuals
- Avoid face to face meetings – critical situations requiring in-person discussion must follow social distancing
- Conduct all meetings via conference calls, if possible. Do not convene meetings of more than 10 people. Recommend use of cell phones, texting, web meeting sites and conference calls for project discussion
- For Highway and Parks all individual work crew meetings/tailgate talks should be held outside and follow social distancing
- For Highway and Parks please keep all crews a minimum of 6’ apart at all times to eliminate the potential of cross contamination
- For Highway and Parks at each job briefing/tool box talk, employees are asked if they are experiencing any symptoms, and are sent home if they are.
- All restroom facilities/porta-potties will be cleaned and handwashing stations will have soap, hand sanitizer and paper towels

- All common areas and meeting areas will be cleaned and disinfected on a regular basis
- Each employee is to use his/her own water bottle, and will not share
- Please maintain Social Distancing separation during breaks and lunch
- Cover coughing or sneezing with a tissue, then throw the tissue in the trash and wash hands, if no tissue is available then cough into your elbow
- Avoid touching eyes, nose, and mouth with your hands
- If you or a family member is feeling ill, stay home!

**THE FOLLOWING PROTOCOLS AND PROCEDURES REGARDING
SICK WORKERS IS HEREBY ENACTED:**

The Town of Marcellus has **ZERO TOLERANCE FOR SICK WORKERS REPORTING TO WORK. IF YOU ARE SICK, STAY HOME! IF YOU FEEL SICK, GO HOME! IF YOU SEE SOMEONE SICK, SEND THEM HOME!**

If you are exhibiting any of the symptoms below, you are to report this to your supervisor (via phone, text or email) right away, and head home from the job site or stay home if already there.

If you notice a co-worker showing signs or complaining about such symptoms, he or she should be directed to their supervisor (via phone, text or email) and asked to leave the project site immediately.

Employees Self-Certify Prior to Shift

Prior to starting a shift, each employee will self-certify to their supervisor that they:

- Have no signs of a fever or a measured temperature above 100.3 degrees or greater, a cough or trouble breathing within the past 24 hours.
- Have not had "close contact" with an individual diagnosed with COVID-19. "Close contact" means living in the same household as a person who has tested positive for COVID-19, caring for a person who has tested positive for COVID-19, being within 6 feet of a person who has tested positive for COVID-19 for about 15 minutes, or coming in direct contact with secretions (e.g., sharing utensils, being coughed on) from a person who has tested positive for COVID-19, while that person was symptomatic.
- Have not been asked to self-isolate or quarantine by their doctor or a local public health official.

Employees that are working in a confined space or inside a closed building envelope may be temperature screened. Screening is out of public view to respect privacy and results are kept private.

Employees exhibiting symptoms or unable to self-certify should be directed to leave the work site and seek medical attention and applicable testing by their health care provider. They are not to return to the work site until cleared by a medical professional. Employees must provide medical documentation to their supervisor at least twenty-four (24) hours prior to their return to work.

THE FOLLOWING PROTOCOLS AND PROCEDURES REGARDING THE AVAILABILITY AND USE OF FACE MASKS IS HEREBY ENACTED:

Unless otherwise notified by your direct supervisor, you are required to wear a face covering at work. A *face covering* is generally a cloth, bandana, or other type of material that covers an employee's mouth and nose. The Town of Marcellus will provide employees with either a cloth or disposal face covering if requested. In addition, any customers coming into any Town Facility must wear a mask. They will not be permitted into any Town Facility without the mask.

Remember that wearing a face covering can help prevent the spread of disease, but only in addition to other measures that you should be taking in the workplace and at home, such as frequent hand washing, cleaning and sanitizing frequently touched surfaces, and practicing social distancing.

Procedure

If you feel sick or if you are experiencing any symptoms of COVID-19 (fever, cough, difficulty breathing, chills, headache, muscle pain, sore throat, or new loss of taste or smell), let your supervisor know, go home immediately, and contact your healthcare provider for additional guidance.

To get the most benefits from a face covering:

- Make sure it completely covers your nose and mouth.
- Read the directions for use (if provided).
- Wash your hands before and after removing it.
- Try not to touch your face when you adjust it throughout the day.
- Keep cloth coverings clean by washing daily, or more often if contamination occurs.
- Don't let others wear your face covering.
- Keep it away from machinery that it could get caught in.
- If using disposable face coverings, do not reuse them, and throw them away in appropriate trash receptacles.
- Don't lay your face covering on any surface that may contaminate either the covering or the surface.
- Don't use it if it's damaged or has holes, unless it is the only face covering you have access to.

THE FOLLOWING PROTOCOLS AND PROCEDURES REGARDING TRAVEL AND MEETINGS IS HEREBY ENACTED:

All work trips, conferences and events – will be cancelled/postponed until further notice, unless approved by the Town Supervisor.

In-person meetings should be done virtually where possible, especially with non-company parties (e.g. applicants, candidate interviews and vendors).

If you are planning to travel voluntarily to a high-risk county, state or country with increased COVID-19 cases, we'll ask you to work from home for 14 calendar days. You will also be asked not to come into physical contact with any colleagues during this time.

The foregoing resolution having been presented and discussed and was put to vote as follows:

| | | |
|--------------|----------------|-----|
| VOTE: | Karen Pollard | Aye |
| | Terry Hoey | Aye |
| | John Cusick | Aye |
| | Tammy Sayre | Aye |
| | Laurie Stevens | Aye |

Resolution duly adopted.

Dated: May 20, 2020

Melinda Bowes – Costello, Cooney & Fearon: Ms. Bowes is up to date on Union and Labor Laws. She stated that the Town is not required to supply the public with Masks. If someone does not have one on, The Town does not have to let them in to building. Ms. Bowes also stated that the Courts are to have signage around a Court Room, once they are permitted to open. Jim Gascon, Town Attorney, suggested that we change the wording on the signs to adopt for the Town Hall. Through May 28, 2020, it is at the discretion of the Municipality to still stay at 50% Work force. The essential personnel are the Clerk, Bookkeeper and Codes Officer. Non-Essential are Secretary to Codes, Planning/Zoning and also the Secretary to the Parks/Rec and Highway.

Karen Cotter, Secretary to Planning/Zoning (via Zoom): stated that her office can't do much until we can hold Public Hearings.

Sandy Elsey stated that she speaks with Phil Coccia, Recreation Director, everyday to review what is going on at the Park.

Jim Gascon – I think we can do Public Hearings Remotely.

Karen Cotter – Some of the work are subdivisions which have to go to the County. When a subdivision is done, neighbors are notified and they can come to review the projects.

Karen Cotter – The Planning/Zoning Board Meeting will be changed to a later date in June. It will not be held on June 1.

Jim Gascon – Try to hold off on Public Hearings. We will figure out how to do it if we have to.

Melinda Bowes – Public Hearings and meetings may be extended. Try to hold as many meetings remotely as you can.

Karen Pollard – Let Karen Cotter and Sandy Elsey work from home until at least May 28th.

Councilor Hoey – When times change back to normal, do we need another Resolution regarding the COVID – 19?

Jim Gascon – we can amend this one as needed.

Karen Pollard & Don MacLachlan – received an email from Mary Reagan Dailey regarding some sort of Barrier for the judges. Don MacLachlan stated that he is working on it.

MS4 Annual Report: John Houser, Codes Officer, stated that he has completed the MS4 report pertaining to the ditches. Supervisor Pollard needs to sign and date it and he will send it to the Water Department.

Meeting with Mike O’Shea: Councilor Stevens stated that Councilor Cusick, Don MacLachlan, and herself met with Mike O’Shea from QPK Designs regarding the design of the New Town Hall. They decided to leave the basement under part of the Building.

Councilor Cusick stated that after sitting down with employees and working for the last year and one half, everything is in the plans. No changes from here on out.

Don MacLachlan – stated that his job was to have a realtor come in and give us a price on this building. The estimate was between \$250,000 - \$299,000. Karen Pollard stated that a tenant could have a certain number of parking spaces out back.

Don MacLachlan – this was a free service – to have them come and give an estimate.

Councilor Hoey stated that he and Councilor Sayre are working on a pamphlet and a letter to send to all the residents. They want to include how a new Town Hall would solve a lot of the working space problems that we have now. They also want to communicate through the Web Site, Face Book and have a way the public can communicate with the Board members on their concerns.

Councilor Stevens asked when the pamphlet would be ready to go to the Public.

Councilor Sayre – we are very close to having the wording the way they want it.

Councilor Hoey – Will send the letter to go with the Pamphlet to the Board, so that the Board can edit it any way they want to.

Councilor Sayre – working with Sandy Taylor on costs for mailings.

Karen Pollard – asked Councilor Sayre if on the Facebook Page, people can make comments.

Councilor Sayre – No, the comment section is turned off. Trying to come up with an email so that people can email questions/comments to the Board.

Supervisor Pollard - maybe mail out in June so that we can have a Permissive Referendum at the July Workshop Meeting (provided the County, State and CDC say its okay at that time).

Supervisor Pollard – I will go and speak at the Village.

Councilor Stevens – maybe we could leave some pamphlets at Reagans.

Councilor Hoey – How do we capture all the residents in apartment buildings – such as Braeside?

Supervisor Pollard – get all the information out as best we can. The Town wants to be as transparent about this as possible.

Councilor Stevens – Lets have a Special Meeting at the July 15th Workshop Meeting with a Permissive Referendum. This meeting will be held at 7:00 and at the Fire Department. (if its available and the County, State and CDC allow it).

Councilor Stevens – Does the Bond Paper need to be signed?

Jim Gascon – wait until the Permissive Referendum passes – then we can sign with a Financial Advisor.

Supervisor Pollard – Lori Petrocci, Bookkeeper, is working on the 2021 Budget. Possibly coming up with a line item called Town Hall Payment.

We do not know about the budget next year at this time.

Councilor Hoey – wants to be sure that if taxes will increase, that is put in the pamphlet.

Councilor Cusick – We want to be up front and open with the public.

Councilor Hoey – We need to get updated numbers from Lori Petrocci.

Councilor Stevens – I will contact Lori Petrocci and see how much \$2.7 Million would be on a yearly payment.

Supervisor Pollard – I agree with Terry Hoey. We need numbers for residents.

Jim Gascon – Do you want to take money out of the Building Fund?

John Cusick – No, we will be needing that for the Soft costs.

Councilors Sayre and Hoey will get the pamphlet to the Board as soon as possible.

Councilor Sayre will talk with the Deputy Town Clerk about having the pictures scroll across the top on the Web site.

Councilor Sayre spoke with Mike O’Shea, he is waiting to move on to the next phase for his part. Councilor Stevens made a motion seconded by Councilor Cusick to authorize QPK Designs to go ahead with the next Phase of the Town Hall Project.

Ayes – Pollard, Stevens, Hoey, Sayre and Cusick Carried

Supervisor Pollard asked Sandy Taylor to call and let him know to continue on.

Councilor Sayre stated that Mike O’Shea and QPK Designs will print the pamphlet.

Discussion Agenda:

Items from the Board

Jim Gascon, Town Attorney, stated that the employees in the Town Hall do not have to have their temperatures taken, when they enter the building. The employees in the Town Hall just have to state that they feel well, haven’t been around anyone with COVID – 19, and haven’t been asked to self – quarantine. The Highway Department does have to take their temperatures every day.

This is just for the employees, not residents coming in.

Items from the Floor - None

Adjourn: Councilor Cusick made a motion seconded by Councilor Hoey to adjourn the Marcellus Town Board meeting at 7:30 pm.

Ayes – Pollard, Stevens, Hoey, Sayre and Cusick Carried

Respectfully submitted,

Sandy Taylor, Town Clerk