

TOWN OF MARCELLUS
TOWN BOARD MEETING MINUTES

June 3, 2020

A Regular Meeting of the Town Board of the Town of Marcellus, County of Onondaga, State of New York was held on Wednesday, June 3, 2020 in the Town Hall, 24 East Main Street, Marcellus, New York. Those present were:

Due to the Corona Virus, this is a teleconference per the Governor's Executive Order.

Those present at the Town Hall:

Karen R. Pollard, Supervisor
Laurie Stevens, Councilor
Jim Gascon, Town Attorney
John Houser, Codes Officer
Keith Ramsden, Park Crew Leader
Sandy Taylor, Town Clerk
Don MacLachlan, Highway Superintendent – in at 6:00 pm

The following joined us via teleconference: Leanne Stradling, Costello, Cooney and Fearon; Tammy Sayre, Councilor; Terry Hoey, Councilor; John Cusick, Councilor; Sandy Elsey, Park/Rec Secretary and Karen Cotter, Planning/Zoning Secretary.

The following was transcribed from a tape recorder to the best of my ability and the audibility of the tape.

Karen Cotter – Thinking about having Planning/Zoning Board meeting on June 15th.

Supervisor Pollard – We will do a resolution that you can have a meeting on the 15th.

Karen Cotter - Okay

Jim Gascon – Attorney – I don't think that is necessary but it can't hurt.

Karen Cotter – We've changed our meeting dates without Town Board approval

Supervisor Pollard – When you change your meeting date in September for Labor Day to the Thursday, we authorize that.

Karen Cotter -You've authorized my meetings?

Supervisor Pollard – yes

Karen Cotter – I usually just post something in the paper, Karen.

Jim Gascon – It doesn't hurt

Supervisor Pollard – Have you heard from Donnie or John Cusick?

Sandy Taylor – No, I haven't heard anything and I just looked at my phone to see if either one of them text me.

Jim Gascon – I hope John Cusick didn't get confused by the 7:00 invite.

Supervisor Pollard – We've got Terry and we got Tammy and we got Laurie so that is plenty. We have Keith here and John Houser. Call the meeting to order. Do you have the minutes in front of you? You have the minutes from May 6 and May 20? Can I have a motion to accept the minutes or any questions about them?

Minutes: Councilor Stevens made a motion seconded by Councilor Sayre to accept the Town Clerk's minutes from the May 6, 2020 Town Board Meeting and the May 20, 2020 Workshop Meeting.

Ayes –Pollard, Stevens, Hoey and Sayre 0 Carried

Supervisor Pollard – we are approving the monthly activity, the balances as of April and The Revenue/Expense Control Report. Any questions on those, a number of refunds for pavilions are here. Any questions? If not, I'll accept a motion to accept and approve the bills.

Abstract of Audited Vouchers: The Abstract of Audited Vouchers was given to the Board Members as submitted by the Town Clerk. Abstract #6 as of June 1, 2020. Claim #'s 150556-150574, 150583-150602.

	<u>Expenses</u>
General Fund	\$ 9,684.58
Town Wide Highway	1,285.19
Part Town Highway	3,214.03
Fire District	<u>82,347.50</u>
Total	\$96,531.30

Board Members were given copies of the Activities Report as of May 26, 2020 for the Fiscal Year 2020. Periods 5 – 5.

	<u>Revenue</u>	<u>Expenses</u>
General Fund	(1,254,532.96)	\$525,141.43
Part Town General	(196,283.82)	69,519.02
Town Wide Highway	(489,040.31)	191,460.34
Part Town Highway	(354,262.06)	142,918.57
Fire District	(395,879.43)	192,746.00

Hydrant Fund	(2,562.89)	1,700.13
Ambulance Fund	(316,705.59)	158,345.00
Sewer District	(160,828.96)	160,821.00
Water District	(185,599.02)	79,958.38

Bank Balances:

The total Bank Balance for April is \$4,654,529.87

Councilor Sayre made a motion seconded by Councilor Hoey to approve the Abstract of Audited Vouchers as of June 1, 2020, the Activities Report as of May 26, 2020 and the Bank Balances for April 2020.

Ayes - Pollard, Stevens, Hoey and Sayre

Carried

Sandy Taylor - Donnie will be here around 6:00, he's milling.

Supervisor Pollard – Let's skip the Town Hall, we are going to go down to the budget transfer. This is from Lori Petrocci. You have that in front of you. She wants to take \$1,000 from the Unemployment Reserve Fund and put it into the General Fund. She called the Comptrollers Office and there is not a problem doing that.

BUDGET TRANSFER: Lori Petrocci, Bookkeeper, has requested to transfer money from the unemployment reserve to the appropriate expense account to cover unemployment charges accounts. Councilor Sayre asked as to why, seeing as the employees are being paid their regular pay during this COVID 19 Time. Supervisor Pollard stated that it is not for current employees, but previous ones. Councilor Stevens made a motion seconded by Councilor Sayre to approve the bookkeeper to transfer \$1,000 from the Unemployment Reserve Fund (A815) to the General Fund expense line A.9050.8000 to cover the incoming unemployment requests due to Covid-19.

Ayes – Pollard, Stevens, Hoey and Sayre

Carried

Supervisor Pollard – Did you get the email I sent you from the Association of Towns? Sending a letter of Support? What do you think? Usually it happens with us or without us.

Councilor Stevens – Pretty much everything in it doesn't pertain to us.

Supervisor Pollard – I think we will just shelf that, if you guys don't mind.

Councilor Stevens – okay

Councilor Hoey – Okay

Councilor Sayre - Okay

ASSOCIATION OF TOWNS (added item): Supervisor Pollard received a request from the Association of Towns to contact our local state representative on certain legislation impacting

towns. Specifically, they are asking the Town Support A.10492/S8417. This legislation does four things, all of which give towns more options to address financial shortfalls at not cost to the state. It is similar to legislation adopted in 2009 in response to the financial crisis:

- Allows BANs to rollover for 7 years instead of 5
- Allows towns to spend money from capital reserve funds for capital costs related to COVID-19 without being subject to a permissive referendum
- Allows towns to temporarily borrow money from reserve funds for COVID-19 related expenses so long as at least 20% of what's borrowed is returned each fiscal year
- Gives towns another year to pay back interfund advances
-

REQUEST MODIFYING A10518/S8413

This legislation gives municipalities the option of placing a moratorium on real property foreclosures for up to 5 years. While AOT agrees that no one should lose their homes due to COVID-19, some modifications could help protect the town tax warrant. Specifically, everywhere but Westchester County, if there's a shortfall in real property tax collection, the county still makes the town whole and therefore the county, not the town, has the authority to foreclose on property. AOL would like a provision in the legislation that ensures that a county will still fulfill its statutory responsibility and make towns whole even if the town or county opts to suspend foreclosures.

RECREATION PROGRAM

Supervisor Pollard – We have Sandy Elsey with us and we are going to talk about the Park for a little bit. I've had a number of conversations with Phil about the upcoming Recreation Program. One questions that Phil wanted to know, Sandy, was do we want to talk about the July, August and September pavilions.

Sandy Elsey – I have people calling asking if they can still have their function. I am still telling that bathrooms aren't open and you can't have more than 10. We don't know when that is going to go up. I just hate to string these people along and have them think that they can have it and then at the last minute have to cancel. I have already canceled all of June. We are going into July, a bunch of people have already canceled for July 4, but I have some for July 9 and 10 and they want to know. I told them that the Board would be making a decision and I would let them know or if the Governor makes a decision then we can let them know. I just feel like I keep pushing them back to August and if we are just going to refund them, let's refund them and be done with it.

Councilor Stevens – Is there any insight about bathrooms opening at this time.

Supervisor Pollard – The bathrooms are another issue. The County has opened some bathrooms at some parks.

Sandy Elsey – The bathrooms that are open at the County Parks are the ones that have beaches. The rest of the bathrooms are closed, I think except for Onondaga Park has one location open. You still can't use playground equipment, you still can't use the Pavilion, still social distancing and still no parties of 10 or more.

Supervisor Pollard – Right, so at this point, the County hasn't said go ahead and open so I'm reluctant to do that. Phil and I were talking about it and the least we could do is have one bathroom open, Jim, you might want to chime in on

Supervisor Pollard – what about the one inside the Welcome Center one person at a time, clean up after them after them.

Councilor Stevens – who is going to monitor that?

Sandy Elsey – I think that is a bad idea. If you are going to open a bathroom, I think we should open the Welcome Center outside.

Supervisor Pollard – you do that you encourage five (5) people going in at once at least the bathroom inside, you have one person at a time. I don't know, I think we should err on the side of caution and keep them closed until we get better directions. What do you guys think.

Councilor Stevens – Yes, I would not recommend it, if you have to limit it to one and clean after you are going to have to have Park Staff sitting there and cleaning. Until the County says open, I would recommend not to.

Supervisor Pollard – we don't have the staff for that.

Councilor Stevens – Until the county says to, I would recommend not to and I would say cancel the reservations and then if the County releases that we can have pavilions and picnics, keep a list and then if they open it, you can call them and the people that have them, ask them if they still want it on a first come, first serve basis.

Supervisor Pollard - How many do you have for July, Sandy?

Sandy Elsey – Every weekend is booked, four or five with the Welcome Center.

Supervisor Pollard –I think we are stringing them along. If they want to make other arrangements.

Sandy Elsey – that being said, they just opened up outdoor eating at restaurants so if that goes well, they may increase the number of people to have outdoor functions but we don't know that.

Supervisor Pollard – On the television today, you can eat outdoors, you still have to be six feet apart and you still have to deal with the masks until you start eating. The staff has to wear masks, just because you can eat outside, doesn't mean you can have 15 people eating outside. It is still kind of tight, personally.

Councilor Sayre - Karen, I think we should just refund the July reservations for now.

Supervisor Pollard – I agree, for now

Sandy Elsey – I agree, for now

Councilor Sayre – I have a feeling that once things open up it will gain some momentum and pretty soon, we will be able to have our bathrooms open and Sandy will be able to keep those Pavilion rentals. I think if we can keep those August and September rentals in tack, it will save her a lot of work and essentially maintain some of that revenue. I think when we reopen, we should be looking at a cleaning service to come in and clean the bathrooms once they are fully open. I think its going to need to be more than once a week.

Supervisor Pollard – very possible. I think until we get some direction, we should just leave them closed. I know you are getting pressure.

Keith Ramsden – oh, we are getting pressure

Supervisor Pollard – Keith is being asked all the time. What you tell them is until you get order from the Town Board and the County and the State if you want to call me or whoever, go ahead, but we are not opening up until we get the go ahead.

Keith Ramsden – I usually lay it to the County, and that we are following County protocol but you are right, we are almost at the point where you might want to think about closing the Park.

Supervisor Pollard- you could put the chain across, you could still walk in

Councilor Stevens – you couldn't drive in and park.

Keith Ramsden – the sooner you can open up the bathrooms, the better, keep in mind touchless flushers and touchless faucets and touchless soap dispenser, so the only thing they have to touch is themselves.

Supervisor Pollard – Did you hear what Keith said? There's touchless flushers, touchless water and dry hands with air. Not a lot of touching in those bathrooms unless you touch somebody else. But unless we get something from the County saying we can go ahead and do it, I don't think we have a choice. What do you think, cancel the July pavilions?

Terry, do you have something to say?

Councilor Hoey – I think that makes sense. I just want to be clear that we are waiting for a clear direction from the County that it is okay. That is our determinate that when the County says we can open, we open.

Jim Gascon – You might want to make a resolution

Supervisor Pollard- Yes, that is correct. If you go to the County Website, you will get all this information. Did you send this to everyone Sandy?

Sandy Elsey- No, I only sent it to you.

Supervisor Pollard – It's called Onondaga County Parks slash Covid.

Sandy Elsey – If you go to Ongov.net and look up Parks and Recreation it will take you right there.

Jim Gascon – I think you should make a resolution so that its part of the record of the Board that a Councilor made a resolution that the park reservations for the month of July be refunded and that the Board is waiting for direction from the county before any further action with respect to the Park.

Supervisor Pollard – I agree. Did you all hear him and do you agree with that?

Councilor Hoey – Yes

Councilor Sayre – Yes

Supervisor Pollard – Can I have someone make a motion. Supervisor Pollard, I will make the motion that we do that with Jim's wording. Can I have a second.

Councilor Stevens – I'll second

Supervisor Pollard – all those in favor say aye.

Councilor Sayre – Aye

Councilor Hoey – Aye

Councilor Stevens – Aye

Supervisor Pollard – Still on the Park, we canceled the concerts.

Sandy Elsey – Some of the bands had elderly people and they canceled. They are rescheduled for next year.

Jim Gascon – Just so you know, the Rotary took over Olde Home Days and we still work with the Village Clerk and her husband and we are throwing around the idea of doing something in the fall - in terms of a Fall day or something. Maybe a band or something. We are still thinking about that, but we don't have the green light yet.

Sandy Elsey – I did mention that to some of the bands I talked to and they said they would be interested if they had the green light.

Jim Gascon – Great!

Sandy Elsey – If you are looking for someone, I do have names.

Jim Gascon – Great, whatever we do we will do with the Town Board to get their permission and get the park permission. We will keep you advised if we come up with some idea.

Councilor Stevens – an all-day jamboree – one band then the next, then the next.

Supervisor Pollard – the only other thing we want to discuss with Sandy Elsey is Phil said to me today that you are not going to use the school for programs, is that correct Sandy?

Sandy Elsey – Just before I came on today, I got an email from the County about Recreation. They are going to start recreation June 29, however, there are a lot of restrictions and there are some that are not very clear. I have been back and forth with the school and its not that they don't want us, but at the same time they don't want us. They are trying to get the school ready for fall and they have a lot of cleaning and things that they have to do with this whole COVID thing. So, Phil and I kind of decided that we were not going to have nine to noon recreation because you won't be able to do field trips. No places are open to do field trips and we don't want to take kids around more kids. Thinking we could do a few outdoor camps in the Park. I do have to get the County paperwork for that. Most of the Municipalities have not sent back their paperwork. Town of Dewitt has canceled all of their recreation, Town of Onondaga, Camillus is on the fence and VanBuren is canceled.

Councilor Stevens – Skaneateles has canceled their recreation.

Sandy Elsey – They did too? Just in looking at it, playing around with numbers, staffing, kids would have to wear a mask. We have to take temperatures of staff and students and monitor health, just like we do when we walk into the Town Hall every day. There are a lot of unknowns that I think we are putting ourselves and our staff at risk.

Supervisor Pollard – I agree

Sandy Elsey – I hate to say that because it's killing me not to have those kids have the jobs and everything else.

Supervisor Pollard – Something else we would like to do as normal, but this isn't normal.

Sandy Elsey – One on the things we were thinking of is still having tennis lessons and I reached out to those instructors because we can use the tennis courts so that would be revenue for that. We are thinking about doing Ultimate Goal Soccer Camp in the Park for the little kids and we are also thinking about doing the Golf Camp up at Pearl Lakes. I talked to Kathy K about that and she said she would come in and meet with me to figure out what we had to keep it all social distance.

Councilor Stevens – Do you think that soccer camp would be to tough on the kids with having to wear masks and running – it may be a little overwhelming especially if its hot out.

Sandy Elsey – Yes, I was going to talk to Ultimate Goal and see what they are doing for their camps, but I don't know if they are running anything this summer either. I'll find out what they are doing.

Councilor Stevens – I think tennis and golf maybe okay.

Supervisor Pollard – But that wouldn't be until August would it Sandy?

Sandy Elsey – Tennis I have set up for the end of July and beginning of August – two weeks. Golf is the middle of July and Ultimate Goal I think we have the last week of July booked for, but I can see if we can push it out.

Councilor Stevens – So even for those, you have to get approval from the County to operate them?

Sandy Elsey – Well, that's what I have to find out, I am not sure. That's the other thing, if I have to get approval from the County to operate three camps its not worth it either because I have to have staff, I have to have first aid and CPR certified two staff members, there is a whole packet I would have to fill out for three camps.

Supervisor Pollard – How many kids are you talking? Five or six kids? Its an awful lot of work for just a few kids.

Sandy Elsey – I wouldn't have to hire staff for those, they can run their own camp. We hire the tennis instructor from the High School she does the camp for that. Kathy K and probably one kid to help her.

Supervisor Pollard – But how many kids participate?

Sandy Elsey – That's the thing, we would have to limit that. Last year I had 35 – 50 kids involved. So, it's probably 20 per session.

Supervisor Pollard – Would it be to late Sandy if you get more information from the County on this and we look at this at the next meeting, June 17th? Would that cut you short?

Sandy Elsey – No, I have everything ready to go. I'll contact the county and see what they say if it will be okay to do that.

Supervisor Pollard – Jim, what do you think of that?

Jim Gascon – I hate to rain on Sandy's parade but I think that the decision should be made by the Board. Whether or not you want to commit to any recreational activities.

Supervisor Pollard – I think it's a big unknow, and yes things are looking better but we don't want to be the ones that start things up again. It seems like a lot of work for 20 kids. I hate to be like that. What do you guys think?

Councilor Stevens – I think it's a lot too.

Supervisor Pollard – Terry, do you have something to say?

Councilor Hoey – If we are making our decisions like we did with the Park when the County says its okay its okay. Shouldn't we do the same thing with this? When the County says it's okay, it's okay.

Supervisor Pollard – Let's do this, if its not too much trouble to have more information for the next meeting and you'll have more information from the County and see what the other Towns are doing.

Sandy Elsey – What I'll do is fill out the information from the County and send it in that way if they say we can, we can go ahead. But as far as the school is concerned, we have to make a decision, I have to let them know.

Councilor Stevens – if the school doesn't want you there, I would say no for the school activities

Supervisor Pollard – the camps you are talking about are outside, not in a school setting, in a gym. You are outside and you are by yourselves. I personally think we shouldn't bother with the school this year.

Sandy Elsey – the other thing with the art camp that I have set up. She was willing to do it outside, like at one of the Pavilions, we would just have to make sure that each kid has their own supplies. They can't share supplies. So, if its paint, they have to have their own paint set, their own brushes. We have plenty of that stuff.

Jim Gascon – we don't have a bathroom

Councilor Stevens – I was going to say, is all this contingent on the bathrooms being open.

Supervisor Pollard – I think we should put it on hold until at least two weeks until we get some clarification from the county. And if we don't by that time, we are going to have to say forget the whole thing.

Councilor Stevens – I would definitely say, you can't have camp if the bathrooms aren't open. Especially, with the little ones, how are you going to tell the little ones they have to hold it.

Jim Gascon – Let me just say this, Terry already has said it. Whatever is done with the Recreation Department has to be consistent with what this Board is doing with respect to the Park and everything else. I am going to reaffirm what I said before. Whatever decision is made needs to be made by this Board, not by the Rec Department. The Rec Department can give advice on what they would like to do or not like to do, but it really should be this Board that decides and when you do make a decision, it should be by way of a resolution. So, if you have already decided not to do the school recreation, then you should pass a resolution saying that. But it sounds to me like you are going to wait a couple more weeks.

Supervisor Pollard – I'll make a motion that the Recreation doesn't use the school this summer for the Recreation Programs this summer.

Councilor Hoey – I don't know if we need to make a resolution for every single thing that the Recreation Department does, that is really micro-managing that isn't it? If we need a resolution for every single camp and every single program?

Supervisor Pollard – No, but what we usually do is have contracts with these places and we agree to these contracts and we do that every year.

Jim Gascon – For example, you can't close the Park and close the bathrooms and then have the Recreation Department decide they are going to have a day camp with kids. That's inconsistent.

Councilor Hoey – But we have said that we have reservations for August and we are hoping that the Park may be open in August and we are planning on things for August for Rec. I understand the reservation, but I don't think that's necessarily inconsistent.

Jim Gascon – I am saying that it would be inconsistent if the Park was closed on this particular one incident. If they are scheduling things for August and the Park may be open in August, fine. I am just saying that because this COVID 19 thing, it changes things. Normally, the Town just lets the Recreation Department do its own thing and the Recreation Department schedules its own thing and program. This is not normal, this is COVID– 19 and so if we are going to set a policy based on the COVID 19 pandemic like closing the Park bathrooms, the other policies need to be consistent with that and we are the ones closing the Park bathrooms.

Councilor Stevens – but if you have golf camp, that's held up at Pearl Lakes, that's not held at the Park, correct Sandy?

Sandy Elsey – Yes

Councilor Stevens – So the golf camp isn't in our Park

Supervisor Pollard – This is different.

Jim Gascon – Be consistent.

Sandy Elsey – I have to put this stuff out there to advertise it and I am running out of time. That's where I am at. I am hoping for you guys to say yes or no.

Supervisor Pollard – My personal opinion, I think its too far in the game and its an awful lot of work for 20 to 30 kids. I know its heartless, but why go through all that and then have the Park still closed by the County action. I think just wash the whole summer, that's my opinion. You guys, Laurie, Sandy what do you think.

Councilor Stevens – I agree, you can't have a program if you can't have the bathrooms open

Supervisor Pollard – Bathrooms are closed. We won't know that for another two or three weeks. Who knows, it could change tomorrow. As far as Sandy working on it and trying to get things

scheduled, we are right back here in two weeks talking about the same thing. I know a lot of Towns said they aren't doing recreation at all. Terry, Tammy what do you think.

Councilor Hoey – I agree it has to be consistent with the Park for the programs that are in the Park. If Park is closed, there shouldn't be camps in the Park I agree with that. I would like the opportunity to have some programs if we can make it work.

Supervisor Pollard – Granted.

Councilor Hoey – But I understand that there is a time constraint in that.

Supervisor Pollard – She has to advertise it, sign up the kids arrange this and that.

Councilor Stevens – Your procedure, if they were to do anything, they would have to wear masks, they have to have their temperature taken, the staff has to do that, so it's a huge laundry list that you have to do everyday with every child, right Sandy?

Sandy Elsey – Yes. I will send the email from the County to everybody after the meeting.

Don MacLachlan –Is there any form saying that if you catch it at the program that you can't sue. Is there a liability?

Supervisor Pollard – oh yea, I think there is. Not only that, if someone tests positive and we don't really know that and you have touched all these kids and all that. Now all these people have to stay home for fourteen days.

Jim Gascon – Just listen, I am trying not to get into the policy side of it cause that's you guys. I was listening to the radio on the way in and they just announced that there might be an exposure because an employee at a coffee shop ended up having it. So now on the news, no it wasn't coffee shop, it was Verizon or something like that. What would happen if we had a recreational activity with 30 kids and one of the kids ends up coming down with COVID-19, would we be responsible contacting every single one of those parents for those 30 kids and would be responsible to pay for the testing of all of those too? I don't know the answer to that. There is an uncertainty with respect to the liability issue that you raise. So, there are all kinds of legal concerns and issues that come down to getting kids together at this point in time.

Supervisor Pollard – Then you take it home and Dad has to stay home. Now he's not going to work.

Jim Gascon – There is a larger public policy issue that you Board members have to decide. What happens if one of these kids brings it back to Grandma or Grandpa? So, I am not saying anything to you that you don't already know. I am trying not to get into the Policy argument because I am not a Board Member. The answer to that question is yes, the litigation of liability issues are unclear.

Councilor Stevens – I definitely agree. We can't offer programs if we don't have restrooms open and, at this point, we have canceled all the reservations for July because the restrooms aren't open so I would not recommend any programs run in July to be consistent. If something changes in July and they say we can open bathrooms and open Parks I'm sure it won't take much for Sandy and social media to say we can do a golf camp if something could happen in August.

Supervisor Pollard – did you hear that Sandy Elsey?

Sandy Elsey – Yes

Supervisor Pollard – what are your thoughts?

Sandy Elsey – that would work for me. I can just push everything back. I can contact those camp instructors and push everything back until August. But at that point when do I start taking money and registration from the kids?

Councilor Stevens – If you did anything, I would recommend they sign up with out payment and that way if the camp does have to cancel, you don't have to do a refund but if the camp is a go, you contact them and then they have so many days to pay you for the program, or take a payment that day when the program starts. But that way you are not doing refunds and still hoping for the availability for something to happen in August.

Sandy Elsey – Yes that is fair.

Supervisor Pollard – Make a motion Laurie.

Councilor Stevens – I make a motion to cancel all summer rec activities for the month of July to coincide with canceling Park reservations and push camps off until August in hopes that the County reduces the restrictions so programs can operate and bathrooms can be open.

Supervisor Pollard – I second that motion.

Councilor Sayre – that sounds fair. I think you are going to have people sign up whether you do it in July or August. Everybody's vacation plans are scrapped. I think you will have kids register for these camps.

Councilor Stevens – If they change the regulations and say we can open up the bathrooms in July then we can try to hustle and try and get some programs going in July. Our hands are tied right now.

Supervisor Pollard – Right now it's the unknown. Any more discussion? All those in favor say aye.

Supervisor Pollard – aye, Councilor Stevens – Aye, Councilor Sayre- aye,
Councilor Hoey

Is that all right with you Sandy? Everything okay then?

Sandy Elsey – Did you put that we are not using the school?

Councilor Stevens – Amend that motion that no summer rec programs are to be held at Marcellus Schools.

Supervisor Pollard – that is in that motion. We are not going to do it again.

Sandy Elsey – Thank you

Supervisor Pollard – lets have a motion to have the Planning Board and the Zoning Board Meeting on June 15 at 7:00 pm.

Councilor Stevens – I make that motion.

Supervisor Pollard – Laurie makes that motion; can I have a second?

Councilor Sayre – I'll second it.

Supervisor Pollard – all those in favor say aye.

Councilor Stevens – aye; Councilor Hoey – Aye; Councilor Sayre – Aye; Supervisor Pollard – Aye

Supervisor Pollard – Now, two big topics that we have to talk about is the first one is getting the employees back to the Town Hall. Jim was just saying that his office has just opened up, correct?

Jim Gascon – Yes

Supervisor Pollard – Are you at full capacity?

Jim Gascon – Yes

Supervisor Pollard – not half people and all that business

Jim Gascon – Yes

Supervisor Pollard – So do we have to consider or take into consideration non - essential and essential people?

Jim Gascon – I don't know the answer to that

Supervisor Pollard – I think that we are unique in the county is the fact that we never really shut down. Sandy was here everyday or Sandy and Sue. John was here every day. Donnie was here. Donnie's guys were gone but he was here every day. We were open, remotely, but we were open. So, for the opening of the Town Hall, this is my recommendation, everybody

in the Town Hall, you can chime in if you have something different at your office that you think we should do here.

Jim Gascon – Let me chime in now because I am not certain that Municipalities are off the 50% rule.

Supervisor Pollard – Phil wanted me to ask you that.

Jim Gascon - I am not certain and I apologize because I should have anticipated this question but as far as I know they haven't moved all the 50% non- essential rule.

Councilor Stevens -Can we as a Town Board override that?

Jim Gascon – No. Let me check with Melinda.

Councilor Stevens – We can change who we consider essential.

Jim Gascon – Yes, you can determine who you consider essential and non-essential. For example, we originally sent all the Highway guys home, but they are essential.

Supervisor Pollard – they are essential, they are back

Jim Gascon – your Clerk, your Deputy Clerk, your Finance person – they are all essential. John is essential. We could probably make Karen essential.

Councilor Stevens – I would say Karen Cotter should be essential.

Supervisor Pollard – Sandy? Those two and Sandy and Susan are the only four people that are effective by this as far as...

Jim Gascon – Sandy and Sue are essential, that's a Clerk and a Deputy Clerk.

Supervisor Pollard – they were splitting it.

Jim Gascon – That was our decision to do that, you didn't have to do that.

Supervisor Pollard – What I suggest then we do a motion to make Karen Cotter and Sandy Elsey essential employees. Can we do that, just make a motion to make them essential employees and bring them back?

Jim Gascon – sure

Supervisor Pollard – I make that motion, Laurie seconds it. You guys understand what we are doing?

Councilor Hoey – Hold on. Can we discuss please because I would like to know what our goals are. I don't want to randomly say who is going in, I want to know what our goals are and what we are trying to accomplish.

Supervisor Pollard – What we are trying to accomplish Terry is getting those two back here at the Town Hall.

Councilor Sayre- are we also going to unlock the doors to the Town Hall?

Supervisor Pollard – I think so. Right now, we have trash days coming up in July. People have to come in and buy them unless we do it by mail. John has been issuing a number of permits. He probably needs Karen to help out with that. Am I correct?

John Houser – Oh yea, any time.

Supervisor Pollard – There are things that we are starting to do that we need people here to do it for and with.

Councilor Stevens – And there is a glass now that shuts the Town Clerks Office. If Sandy needs to see somebody, she can come down and go see them through the glass or when the Courts glass is up.

Supervisor Pollard - This is what I suggest that everyone in the Town Hall wear a mask when they are meeting with the Public. When you are sitting in your office, you don't need a mask. Sandy and Susan are usually sitting with their backs to each other. If they have to interact or talk to each other, they are going to have to put their masks on. All visitors will have to wear masks. Sign in the window, don't come in here unless you have a mask on. No one is to go beyond these two doors into this room unless admitted by the Town Clerk or the Deputy Town Clerk. Nobody is to go upstairs. If you have to see John or you have to see Karen you are going to come down and do it at this table. Either end of the table. Eight feet apart. I talked with Larry in the Assessor's Office. The Assessors Office is basically just about done, because they are doing their meeting tonight after we get done until they send out the ag exemptions in the fall. We also have to have a sign -in sheet. Anyone who comes in to talk to John or Karen or whoever has to sign in and have to answer those three questions that were on the resolution that we had.

Jim Gascon – I have a form that I can give you that we are using.

Supervisor Pollard – Did you make up a form yet Sandy?

Sandy Taylor – I couldn't print out the one, Sue printed out the ones, they are on my desk.

Supervisor Pollard – Everybody is going to have to sign in. Sandy is going to be the gate keeper. Her and Susan are not going to let anybody in beyond these doors unless they say so.

Councilor Stevens –Then wipe the table down.

Supervisor Pollard – After each transaction, they will have to wipe down the table.

Councilor Sayre – Karen, and the counter

Supervisor Pollard – I wish Susan were here.

Councilor Sayre – I think the customer side after each customer and the employee side, when someone new steps up.

Supervisor Pollard – Susan has ordered, which she couldn't do before, she has ordered the standup Purell sanitizer.

Supervisor Pollard – Did she order that, Donnie?

Sandy Taylor – Yes, she did

Supervisor Pollard – Every desk, every person is going to have to have a little kit. This is my cleaning kit. You clean your area every time before you go home and every morning clean it again. To me that makes sense. Everybody has to do this. John if you come down to talk to Sandy, you got to put your mask on. If Sandy goes up to talk to Karen, she has to put her mask on or she is going to call her on the phone. We can't have lunches. We can't have a bunch of people come in here and jabber jaw. You are not going to be in here unless you have business to do. I don't know what else we can do.

Jim Gascon – We have the no lunch policy. No lunch in the lunch room. Everyone eats at their desks.

Karen Cotter – Karen, I think you also need to be prepared for people not willing to wear a mask and have a plan in place for people coming up.

Supervisor Pollard – Susan brought that up. I said to her politely ask them to wear a mask, if they politely refuse you can say to them politely then we are not going to be able to help you do your business today. Here is the phone number you can call, you can do it by mail, you just can't come in without a mask on. You can't go anywhere beyond that or meet with anybody.

Karen Cotter – okay, I still think there has to be someone to call or something set up because I have actually witnessed people who are not wearing a mask and confrontational so who are Sue and Sandy going to call if the person refuses to leave?

Supervisor Pollard – they are going to call the Village Police. 911.

Karen Cotter – I just want to make sure there is a policy in place and then it is discussed.

Supervisor Pollard – Where did you see those incidents? Locally?

Karen Cotter – Yes, it was right here. I've seen it happen twice, once in a drug store locally and once at Costco and it became very, very confrontational.

Supervisor Pollard – That is very unfortunate.

Karen Cotter – That's why I'm saying that the people who are going to be dealing with it first which will be Sandy will have a way or a number to call.

Supervisor Pollard – They have the panic buttons right at the counter or you say I'm going to call the Village Police. Someone gets belligerent, you just push the button and step away from the window.

John Houser – You don't even wait, you just hit the button.

Supervisor Pollard – Sandy, what do you think?

Sandy Taylor – That's fine. Luckily, the few people who have been here so far, there is a sign on the door and they do put it on so far. So far so good.

Councilor Stevens – Pretty much I think everyone is in compliance with that. You can't go anywhere with hearing that rule.

Karen Cotter – That is true Laurie, but I personally have seen it happen locally with local people.

Had to change the tape over.

Don MacLachlan - That was a resolution by the exec. Any business, you have to wear a mask.

Supervisor Pollard – You just call 911

Jim Gascon – Donnie is right. It was an Executive Order. Any business can deny services.

Supervisor Pollard – I agree with Karen that there will be knot heads. I agree totally that there is that segment of people that say you are not going to tell me what to do. That is why that door has to be shut. The window is not a window, its plexiglass. We have to do things or we can't have people come back to work yet.

Councilor Sayre – You know what, if we had our new Town Hall, this would be so much easier.

Supervisor Pollard –It works out better to keep people quarantined in that little place. You can't go anywhere. You can't go through these doors. I know some Town Halls are opening up and they escort them out of the building, so when they are done with their work. Somebody goes and walks them right out.

Jim Gascon – Sandy and Sue are not six feet apart. How are you going to get Sandy and Sue to re-establish their position in working together? They will have to wear their masks all day long, unless the Town temporarily moves Sue.

Supervisor Pollard – I brought that up, because Karen Cotter had a good idea. We could put Sue in here at Elaine's desk, but on the other hand, she won't be able to see the counter, so how can she help if she can't see the counter.

Jim Gascon – she doesn't have to help the counter if Sandy is here. Sandy's here then Sue doesn't have to help the counter. Sandy is here to do the counter.

Supervisor Pollard – Then Sue doesn't have that much to do.

Jim Gascon – Does Sue usually do the counter?

Sandy Taylor – We switch it off

Supervisor Pollard – I have a better idea, have Sandy come in here and Sue stay out there. You have vouchers to do, you have minutes to do and you have filing to do. With Sue out there she can handle the counter.

Sandy Taylor – All my stuff is on my computer. She could work out here. This is a good time for us to start going through boxes.

Supervisor Pollard – Sue doesn't have any much to do as you do.

Councilor Stevens – Hopefully with trash days she will be busy doing permits.

Sandy Taylor – I think with that on the web site and we said they could drop them in the night drop or mail them.

Laurie Stevens – I think if you moved your computer out here, you could temporarily move out here.

Supervisor Pollard – I agree because you are not six feet apart. Either that or you have to wear your masks all the time.

Councilor Stevens – Even if their backs are to each other?

Jim Gascon – John is on now. Hi John.

Councilor Sayre – I think that is a good idea, Karen, to move Sandy's desk out to the meeting room.

Supervisor Pollard – those two are the only ones in close proximity to each other. Let's make a motion to open up the Town Hall on Monday.

Councilor Stevens – I make a motion all employees return to work on Monday, June 8th.

Supervisor Pollard - with the following guidelines from the resolution that we passed on the 20th of May which lists no handshaking, wash your hands, each department should follow clean up procedure, no congregation policy, avoid face to face meetings, conduct all meetings via conference call, if possible. Highway and Parks no tailgating. Highway and Parks – keep crews 6 feet apart. It is all listed here. So, if you are coming back to work this is what you have to follow, along with wearing a mask, signing in, keeping your work area clean so by that time everyone can have some cleaning supplies. Donnie can you help us with that.

Donnie – Anything you need, we have a bunch.

Supervisor Pollard – We will work with Donnie, each office has to have a little box of stuff, mask, cleaner, cloth and then by the end of the month we are going to have the stand-alone hand sanitizer. The automatic ones are coming.

Don – One for here and one for upstairs

Supervisor Pollard – So on the same idea, does anyone want to add anything to that? Did I cover it all?

Councilor Hoey – Are we talking all department?

Supervisor Pollard – This building Terry.

Councilor Hoey – What about the other departments? Full staff already?

Supervisor Pollard – They are open. The highway is working and the park is working under these criteria. The Park is not full staff either. The Park will not be full staff until the time that we have everybody back to work. Until that time, they are working with what four people?

Keith Ramsden –Yes, more than that now, but we are still not full staff.

Don MacLachlan – What he means is that when the bathrooms are open and they are using the Pavilions they have some younger kids come in and clean that stuff.

Supervisor Pollard – That will come when they open up a little bit more. Okay, Terry, does that answer your question?

Councilor Hoey – Yes, I think I have two overall concerns. Are we doing the work of the Town Government? Is that being done and two are our employees safe? So those are the two things we have to answer. If we can do the work of the Town Government and accomplish both of those tasks, those are the things we have to deal with. Safety for our employees and doing the work of Town Government.

Jim Gascon - Let me clarify, I sent out a request to my department and got a response. My request was are we still at 50% for non-essential workers for Municipalities. The answer is yes. That order was extended through June 28th.

Councilor Stevens – But we determined them essential.

Jim Gascon – I don't know who you determined essential. We determined Karen Cotter and Sandy essential.

Councilor Stevens – Everybody else was already determined essential

Jim Gascon – Okay, I'm just saying that we are still at 50% for non -essential workers.

Councilor Stevens – The park?

Jim Gascon – The Park should be at 50% and no more.

Keith Ramsden – Even if they are part-time?

Jim Gascon – It is by the numbers, not full or part time. You need to be at 50% capacity. The Town developed a policy that everyone is getting paid, right?

Supervisor Pollard – Yes, other than the part-timers.

Councilor Stevens- They are only summer help.

Jim Gascon – You need to be at 50% because the park is essentially not open.

Keith Ramsden – But it is open

Councilor Hoey – When you say 50%, how do you measure that?

Jim Gascon – By the numbers.

Councilor Stevens – What is your regular staff?

Councilor Hoey – What employees are you counting?

Keith Ramsden - Twelve

Councilor Stevens – How many do you have there now?

Councilor Hoey – What is the maximum employment of the staff at the park?

Supervisor Pollard – Twelve, Keith just answered that.

Keith Ramsden – Twelve. We are at six now.

Councilor Stevens – So you are good.

Supervisor Pollard – Did you hear that Sandy Elsey? They have to stay at six at the Park.

Sandy Elsey – yes.

Supervisor Pollard – Does that answer your question Terry? We are working under the guidelines that we passed and the guidelines from the County and State. Hand washing, distancing, cleaning, masks

Jim Gascon – we could have designated Karen Cotter essential from the beginning and probably Sandy, too. So, I don't think we are violating any rules by making them essential.

Supervisor Pollard – So that 50% thing goes until June 28?

Jim Gascon – June 28th unless the Governor issues an executive order which shortens that and he might do that. But right now, the Municipalities are still at 50% non-essential workers. It is a bigger deal for bigger municipalities, like Camillus. They probably have more non-essential than we do.

Supervisor Pollard – Cicero opening, they are conducting business outside. They have a picnic table outside and tell people to stay outside. Cicero is a big town. They have a lot more employees. So, did we make a motion to designate those two essentials?

Councilor Stevens – I am not sure, but if not, I'll make it that Karen and Sandy are essential.

Supervisor Pollard – I'll second that. All those in favor of designating Karen and Sandy essential say aye.

Councilor Stevens – aye, Supervisor Pollard – aye, Councilor Sayre – Aye, Councilor Hoey – aye, Councilor Cusick – aye
Carried

Supervisor Pollard - To bring the people back on Monday.

Sandy Taylor – motion was made by Councilor Stevens and seconded by Supervisor Pollard to bring everyone back on Monday, June 8, 2020. Just need a vote on that.

Supervisor Pollard – all those in favor say aye.

Councilor Stevens – aye, Supervisor Pollard – aye, Councilor Sayre- aye, Councilor Hoey – aye, Councilor Cusick – aye
Carried

Supervisor Pollard – I sent this to Lori Petrocci. It is from the Department of Health and I asked her to fill it out as best she could. There are some things here that she couldn't fill out and this all has to do with our opening of the Town. She answered what she could and she did a real

good job. One she couldn't answer, who will be responsible for keeping a cleaning log and where the log will be kept.

Councilor Stevens – I think that would be Jason.

Supervisor Pollard – But he only cleans once a week. I think we need to clean it more than once a week.

Councilor Stevens – I thought we did that at the last meeting, where Sandy and Sue.

Supervisor Pollard – I think between Sandy and Sue, and I talked with Sue about this, at the end of the day, wipe things down and maintain a log. I am going to put Town Clerk and Deputy. So, you have to keep a log. It doesn't have to be sent anywhere, but it has to be kept in case we have any trouble, we have to have this here.

Susan Dennis (via phone) – Karen, its Sue Dennis, does that mean every time we have a customer, we have to wipe down after them?

Supervisor Pollard – I would think so, Sue. The question is, adhere to hygiene and sanitation requirements from the Centers of Disease Prevention and the Department of Health and maintain cleaning log, on site and document time, date and scope of cleaning.

Councilor Sayre – I don't think we can expect Sandy and Sue to do that every time someone comes into the Town Hall.

Jim Gascon – I think they can state at the end of the day that they cleaned continuously.

Councilor Sayre – At the end of the day, they cleaned continually.

Supervisor Pollard - Regular cleaning and disinfecting at every shift daily or more frequently if needed. More frequently of shared tools or objects. As well as high transit areas such as restrooms must be completed. What policies this has to be done

Sandy Taylor – Do you want me to have Susan order the envelopes?

Supervisor Pollard – We are coming to that. Who spoke to the Post Office about not being able to send pamphlets?

Sandy Taylor – I did

Supervisor Pollard – What is this? I got this in the mail today. Why can't we do this.

Sandy Taylor – That is what the guy told me.

Councilor Hoey – All right, hold on a second, we are in the process of designing a pamphlet that uses all that space. So, if we are deciding to go back to mail pamphlets, then we have to redesign everything.

Supervisor Pollard – They tell you one thing and they do another. I think where we are with the Town Hall is Tammy sent me an email about envelopes and stamps. The envelopes are about \$150 for 2,500, right Tam. I talked to Larry and Helen, because you had 4,000 stamps. Helen is very comfortable with 2,500 stamps would do it. Not 4000.
We can always use the envelopes because they will have a Town of Marcellus return address, and I think if we order 2,500 stamps.

Councilor Stevens – We can always get more if we need them.

Supervisor Pollard – So order 2 boxes of envelopes, 5000

Councilor Stevens – How long will it take them to come in.

Sandy Taylor – I'll have her order them on Friday.

Supervisor Pollard – order 2500 stamps from the Post Office. The Assessor can do the labels.

Sandy Taylor – Helen said to me today when we do the labels, just make sure we give her time, in case there is a glitch. She can print them.

Supervisor Pollard – How is the pamphlet coming, you two?

Councilor Sayre – it's just about done. We have a meeting tomorrow morning with one of Mike's staff to help with the final design on it. We should have something for you for the first part of next week.

Supervisor Pollard – Do we want to have a special meeting to approve this pamphlet or do we want to wait until the 17th?

Councilor Stevens – No we need to get it sooner, because we already scheduled the Public Hearing for the Permissive Referendum for July 15. They need to get out sooner rather than later.

Councilor Sayre – I have a question for Jim, for the fact that we probably can't have everybody come to this meeting on the 15th that might want to and we might have to put it on line somewhere, should we do it through this "go to meeting" app that we are using and put it right on the pamphlet so people can log in.

Jim Gascon – yes, but I think there is a limit of 100 people. These zooms and go to's have a limit as to how many people can participate.

Councilor Cusick – Up in my corner it says a maximum of 251 people.

Jim Gascon – This is “go to”. That’s probably not going to have more than 250 people.

Supervisor Pollard – If we have that many people, we better rethink this whole thing.

Jim Gascon – You are going to have it at the Fire Barn?

Supervisor Pollard – If possible, yes. So when will we have the pamphlet, Monday? Tuesday?

Councilor Sayre –We will know better tomorrow.

Councilor Hoey – We finished all the context for it. Do we have to have it approved or can we just go ahead?

Councilor Stevens- Can we just have it emailed and if anybody has a question. Let’s just do it through email and everybody approve it that way so we can get it generated.

Jim Gascon – You do not have to do a formal Board resolution for the approval of the pamphlet.

Supervisor Pollard – When you get a finalized version just email it to everyone. I liked your letter, Terry, it was a good letter. Did you guys see the letter?

Councilor Stevens – Yes, it was great

Councilor Sayre – and just one thing really quick. We already have an email address set up – newtownhall@marcellusny.com. The way we are proposing to set it up is that all emails will be funneled to Sandy Taylor and then she is going to forward, originally Sandy and I talked about just the questions forward on a rotating basis to Karen and the four councilors. Terry and I talked today and we want each, whether it’s a comment or a question to get a response. So, if you get an email from Sandy forwarded from the newtownhall@marcellusny.com you are the only one that got it so that you know you

have to respond to it. We are worried that if it just went to everybody that there would be the chance that nobody would respond to it because they would think somebody else would. That way if one of us gets busy with work, they can forward it to somebody else and say hey, can you help me out this. Sandy is going to keep track of all emails that come in and who she sent it to and I’m going to ask her to keep a tally of how many were for and how many were against and how many questions she got.

Supervisor Pollard – Sounds good.

Councilor Hoey – Tammy, I think we should do the same thing with phone calls, if people call in with phone comments, I think we should do the same thing. If someone calls in and leaves a message, for example, then they should probably get a phone call back and that should be in our Talley’s.

Supervisor Pollard – Absolutely.

Jim Gascon – Can I interject, we just hit our maximum. That is our tenth person. If anyone else tries to come in.

Supervisor Pollard – No, that's it, because we have another meeting coming in. Can I have a motion to adjourn. Councilor Stevens made a motion to adjourn, Councilor Sayre seconds it. Thanks a lot everybody. That's it.

Meeting was adjourned at 6:50 pm.

Ayes – Pollard, Stevens, Hoey, Sayre and Cusick

Carried

Respectfully submitted,

Sandy Taylor, Town Clerk