

VILLAGE BOARD MEETING MINUTES
MAY 28, 2020
7:00 P.M.

PRESENT: Pursuant to Executive Order 202.1 issued by Governor Cuomo, this meeting was conducted via Microsoft Teams conference call with Mayor Hubbard, Trustees Eriksen, Sennett, Stokes-Cawley, and Zapata, Police Chief Coon, Village Attorney Pavlus indicating they were present at roll call.

Others: Jason Gabak Skaneateles PRESS

Public Hearing on Sidewalk Assessment – Mayor Hubbard read aloud the legal notice that was published in the May 20 edition of the Skaneateles PRESS. He noted that the Village did not receive any written comments relative to the sidewalk assessments and he has no further introductory comments. **Resolution #2020-121:** On the motion of Trustee Sennett, seconded by Trustee Stokes-Cawley, it was resolved and unanimously carried (5-0 in favor) to open the Public Hearing at 7:03 PM. Mayor Hubbard asked for comments and to state your name if anyone does want to comment. There were no comments. **Resolution #2020-122:** On the motion of Trustee Eriksen, seconded by Trustee Stokes-Cawley, it was resolved and unanimously carried (5-0 in favor) to close the Public Hearing at 7:05 p.m. In response to Mayor Hubbard, Atty. Pavlus advised that there should be a resolution adopting the budgeted amount for the sidewalk assessments and schedule of work. **Resolution #2020-123:** On the motion of Trustee Sennett, seconded by Trustee Stokes-Cawley, it was resolved and unanimously carried (5-0 in favor) to adopt the budgeted amount of \$75 per parcel for the 2020-2021 fiscal year with the scope of work decided by the Department of Public Works (DPW). Trustee Stokes-Cawley commented that she has heard a lot of positive comments. During the pandemic, people are doing a lot of walking and are appreciative of the sidewalks.

Minutes – Resolution #2020-124: On the motion of Trustee Sennett, seconded by Trustee Eriksen, it was resolved and unanimously carried (5-0 in favor) to approve the Minutes of the Regular Meetings of May 14, 2020, as presented.

Correspondence & Announcements – Mayor Hubbard noted the following:

- Receipt of email relative to Governor Cuomo’s NYS Contact Tracing Initiative. Trustee Eriksen said NY State’s contact tracing will begin soon and it’s important to answer the phone. The NYS Contact Tracing Program works with confirmed positive COVID-19 people to determine who they have been in contact with. Those identified as having been a contact will get a call from “NYS Contact Tracing” (518-387-9993). Trustee Eriksen said the call is confidential and critically important. Mayor Hubbard thanked Trustee Eriksen for his input.
- Receipt of request to help make Clayton Theisen’s 100th birthday extra special during the pandemic.
- Receipt of emails regarding the rainbow Pride Flag.
- Receipt of emails relative to speeding on West Lake Street.
- Receipt of NYCOM Advocacy Update of May 20, 2020.
- Receipt of a very nice thank you letter from Skaneateles High School Principal Santoro for the Board’s Timely response to their request to put two banners up at the Eastern and Western gateways to honor the graduating class of 2020 during this unprecedented time. Mayor Hubbard said the Village was proud to help them.
- Receipt of 2020 Onondaga County Highway Plan.
- Receipt of Onondaga County Legislature’s Resolution No. 70 entitled “Calling for a Public Hearing for Renewal of Agricultural District No. 2, Towns of Marcellus, Skaneateles and Spafford”.
- Tax Collection – Village tax collection will commence Monday, June 1, 2020. Due to Covid-19, payments should be mailed, put in the drop box, or paid on-line at www.villageofskaneateles.com. Village taxes are payable without penalty in June. Please phone the Village Office between 9 AM and 2 PM, Monday through Friday, with any questions relative to the Village tax.

*** Other Matters That Have Come Before the Board since Posting the Agenda***

- Receipt of email from Cornell Cooperative Extension about Invasive Mussels in the Finger Lakes

- Webinar on Wed., June 10, 2020, via Zoom from 10-11 AM.
- Receipt of Annual Drinking Water Quality Report for 2019 that can be found on the Village's website www.villageofskaneateles.com. Trustee Stokes-Cawley said it is a comprehensive report that she encourages people to read. There are conservation measures at the end that are important to read with summer approaching.
 - Reminder that the last day to put out brush is Sunday, June 7, 2020.

Old Business

Status of New Seawall Grant / Clift Park Improvements – Mayor Hubbard said he will call Albany about the two grants.

Status of Water Main Project – Mayor Hubbard noted that Project Manager Dick Perkins emailed an update on the status of the project. Trustee Sennett said the information was very helpful and she appreciated Dick sharing where the project stands. Trustee Stokes-Cawley said they've been doing restoration on Griffin Street and she is looking forward to getting grass again.

Status of Kelley Street Bridge – Mayor Hubbard said he contacted TDK Engineering and they are following-up with the NYSDOT about their letter that was sent October of last year. We haven't heard back yet.

New Business

Consider Authorizing Hiring a New Part-time Police Officer – Trustee Sennett said she sent an email after having the opportunity to talk to the part-time Police Officer candidate. She was impressed as he has a lot of good experience and he indicated that he enjoys community policing and building relationships. Chief Coon said he wants to hire another part-time officer because, over the past year, we've had three resignations that weren't filled and scheduling is difficult. Chief Coon said this candidate is impressive and he did talk to his references. Mayor Hubbard thanked Chief Coon for his input. Trustee Sennett said the humanities aspect shaped a lot of this candidate's attitude. He will be a great addition to the Police Department and community, as he knows the importance of listening to people and likes the idea of being interactive. **Resolution #2020-125:** On the motion of Trustee Sennett, seconded by Trustee Stokes-Cawley, it was resolved and unanimously carried (5-0 in favor) to authorize hiring Mark Techmanski as a part-time Police Officer, as recommended by Chief Coon.

Approval of Bills – Trustee Stokes-Cawley noted the vouchers for cleaning the restrooms at the gazebo and Masonic Temple. She asked if the restrooms were open at both locations. Clerk/Treasurer Couch said they are at the Masonic Temple, but not at the gazebo. **Resolution #2020-126:** On the motion of Trustee Sennett, seconded by Trustee Eriksen, it was resolved and unanimously carried (5-0 in favor) that bills from Abstract #26 be audited and paid as follows:

General Fund	Vouchers #1072-1109	Checks #23193-23230	\$15,043.12
Sewer Fund	Vouchers #103-111	Checks #6330-6338	\$43,247.79
Electric Fund	Vouchers #273-289	Checks #7199-7215	\$74,592.52
Water Fund	Vouchers #143-146	Checks #4739-4742	\$ 393.25

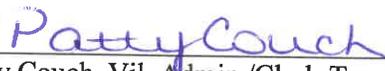
Executive Session to Address Personnel – **Resolution #2020-127:** On the motion of Trustee Eriksen, seconded by Trustee Stokes-Cawley, it was resolved and unanimously carried (5-0 in favor) to enter into an Executive Session to address personnel at 7:26 p.m. **Resolution #2020-128:** On the motion of Trustee Sennett, seconded by Trustee Eriksen, it was resolved and unanimously carried (5-0 in favor) to end the Executive Session and move back into open session at 8:38 p.m.

Letter of Understanding – **Resolution #2020-129:** On the motion of Trustee Sennett, seconded by Trustee Stokes-Cawley, it was resolved and unanimously carried (5-0 in favor) to adopt the Letter of

Understanding for Clerk to the Boards Dundon as drafted and reviewed, with the addition of wording to permit two (2) weeks paid vacation.

COVID-19 Directive/Policy – Late this afternoon, Atty. Pavlus emailed explaining that the NYS Empire State Development Corporation (ESD) issued guidance requiring employers, including local governments, to adopt a COVID-19 policy/plan for the workplace. Atty. Pavlus said that Atty. Leonard did the bulk of the work on it and drafted it for the DPW. Atty. Pavlus said he made minor modifications to apply it to all Village employees. **Resolution #2020-130:** On the motion of Trustee Stokes-Cawley, seconded by Trustee Eriksen, it was resolved and unanimously carried (5-0 in favor) to approve the proposed COVID-19 policy/plan for the Village of Skaneateles.

Adjournment - Resolution #2020-131: On the motion of Mayor Hubbard, seconded by Trustee Sennett, it was resolved and unanimously carried (5-0 in favor) to adjourn the meeting at 8:41 p.m.



Patty Couch, Vil. Admin./Clerk-Treasurer

Village of Skaneateles: COVID-19 Directive

The Village of Skaneateles is dedicated to providing a safe and healthy workplace for all employees. This temporary policy will outline proper procedures for Supervisors and Employees to follow, for protection against COVID-19. This policy follows CDC and NYS DOH guidelines, NYS Executive Orders and OSHA/NYS PESH regulations and is subject to change and/or termination as the situation evolves.

1. **Social Distancing:** Seek to maintain a six-foot minimum distance from any individual. The Village will make every effort to enable proper social distancing, except where the requirements of the job do not permit such distancing. This includes (but is not limited to):

- One employee per vehicle
- No close gathering of employees
 - Assignment of work orders
 - Breaks
 - Start/end of shift
- Pre-planning when assigning work
 - Performing work while distancing
 - Restrict/ limit the sharing of equipment and tools
 - Interactions with public/ working in public places (downtown/parks etc.)
- Prior to entering a home or business for a work-related purpose, discuss with homeowner/tenant/landlord, etc., what steps can be taken to reduce or eliminate any chance of contact with a member of the public, as well as limit the duration of the employee in the location. Employee may need to take additional steps (such as further PPE) in connection with working in non-public spaces.

2. **PPE - Face Coverings:** Face coverings (surgical/procedural masks, cloth bandanas or gaiter-style face coverings) are required to be worn properly by Village employees, covering from the bridge of the nose to beneath the chin, when:

- Interacting with any member of the public
- Proper distancing cannot be achieved

The Village will provide face coverings to all employees. Face coverings do not replace usage of a respirator when otherwise required.

Members of the public will be advised through signage or otherwise that they must wear an appropriate face covering prior to entering a building or interacting with Village employees when Village offices are open to the public.

3. **PPE - Gloves:** Gloves (disposable latex/nitrile type glove) should be worn if (but not limited to):

- Employees are handling tools, devices, supplies, etc.

- Employees are at risk of touching something that has not been disinfected or has been touched by another employee or member of the public
- Employees are using any material or disinfectant in which the manufacturer recommends usage of gloves (See SDS- Safety Data Sheet)
- When cloth, canvass or leather gloves are worn and thought to be contaminated, they should be handled, stored and disinfected properly

4. **Disinfection:** EPA approved disinfectants will be used to disinfect against COVID-19.

<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

- Disinfectants will be used according to manufacturer's recommendations, e.g. contact time, proper PPE
- All commonly touched areas/items must be disinfected regularly (doors, copy machines, etc.)
- All equipment, tools and vehicles must be disinfected before and after usage
- Any soiled surfaces must be cleaned prior to disinfecting
- Facilities may be closed at appropriate times to ensure that proper cleaning and disinfection may be performed.
- Deliveries should be handled in a manner to limit direct interaction with the delivery-person, such as identifying a drop site for deliveries.

5. **Hygiene:** Hand Hygiene is an important part of the response to COVID-19. Practicing hand hygiene, which includes washing with soap and water for at least 20 seconds (preferred) or the use of alcohol-based hand rub (with greater than 60% ethanol or 70% isopropanol) is a simple and effective way to prevent the spread of pathogens and infection. Hand sanitizer will be provided by the Village. Proper hand-washing or sanitizing should be followed throughout each employee's shift. The following are examples of times that proper washing or sanitizing should be utilized:

- At the beginning and end of the employee's shift
- Before and after eating
- After using the restroom
- After removing gloves and other PPE
- After handling/touching commonly touched items
- Before and after touching one's own face covering and/or face

If there are any questions regarding the information contained in this memorandum or to report an issue relating to safe practices, please direct them to the Village Administrator/Clerk-Treasurer.

For more information, you may refer to the following:

- CDC- Centers for Disease Control and Prevention
<https://www.cdc.gov/coronavirus/2019-ncov/index.html>
- NYS Department of Health
<https://coronavirus.health.ny.gov/home>
- EPA- Environmental Protection Agency
<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

