

TOWN OF CORINTH BOARD MEETING

March 25, 2021

4:30 PM

CALL TO ORDER/ZOOM RECORDEED

ROLL CALL:

Councilman Butler
Councilman Byrnes
Councilman Collura
Town Clerk Peris
Bookkeeper Halliday
Jim Martin
Dave Barrass

EXCUSED:

Supervisor Lucia
Councilman Halliday
Building/Code Officer Brooks
EMS Coordinator Fogarty
Highway Superintendent Eggleston

PUBLIC:

None

<i>From Account</i>	<i>To Account</i>	<i>Amount</i>	<i>Confirmation</i>	<i>Approval Status</i>
General A 1782 - Checking - *1782	GENERAL CHECKING - Checking - *6396	\$32,556.22	908719540	1 of 1 received
Outside Vill B 1795 - Checking - *1795	GENERAL CHECKING - Checking - *6396	\$4,945.05	999093416	1 of 1 received
EMS Billing 8387 - Checking - *6387	GENERAL CHECKING - Checking - *6396	\$4,631.89	583788125	1 of 1 received
Hwy Outside DB 1818 - Checking - *1818	GENERAL CHECKING - Checking - *6396	\$25,201.11	1571958881	1 of 1 received
Sewer & Water 1737 - Checking - *1737	GENERAL CHECKING - Checking - *6396	\$35,973.07	1313211507	1 of 1 received
	Total	\$103,307.34		

<i>From Account</i>	<i>To Account</i>	<i>Amount</i>	<i>Confirmation</i>	<i>Approval Status</i>
General A 1782 - Checking - *1782	Payroll T&A - Checking - *6280	\$9,603.58	722845704	1 of 1 received
Outside VII B 1795 - Checking - *1795	Payroll T&A - Checking - *6280	\$2,488.00	1592158644	1 of 1 received
EMS Billing 6367 - Checking - *6367	Payroll T&A - Checking - *6280	\$4,558.01	2794981193	1 of 1 received
Hwy Outside DB 1818 - Checking - *1818	Payroll T&A - Checking - *6280	\$10,860.12	2760050071	1 of 1 received
	Total	\$27,509.69		

2021 ABSTRACT

Abstracts for 03/25/2021

Voucher A -210144-210168

B - 212113-212129

CM -212114-212119;217063-217069

DB -213070-213088

General Fund A	\$ 45,466.65
General Fund/Outside Village - B	\$ 11,650.63
Community Development Grant -CDGB	\$
Highway/Part Town - DB	\$ 38,522.71
Medical - CM	\$ 9,389.99
Home improvement	\$
Fire - SF	\$
SW Consolidated Water 220002	\$ 35,973.07

Sewer/ Water

Eastern Avenue	\$
Tranquility	\$
Passarelli	\$
Dorset	\$
Corinth #5	\$

Lighting

Eastern Avenue	\$
Eggleston Avenue	\$
South Corinth	\$

TOTAL \$141,003.05

RESOLUTION #128

**To Approve Transfers of \$103,307.34 & \$27,509.69 as well as Bill Pay
Totaling \$141,003.05 dated 3/25/2021.**

A Motion by Councilman Collura and Seconded by Councilman Butler to Approve Transfers of \$103,307.34 & \$27,509.69 as well as Bill Pay Totaling \$141,003.05 dated 3/25/2021.

Ayes 3

Nays 0

Excused 2

Motion Passed

PUBLIC HEALTH EMERGENCY RESPONSE PLAN TOWN OF CORINTH:

**PUBLIC HEALTH EMERGENCY
RESPONSE PLAN**

**TOWN OF CORINTH, NY
600 Palmer Avenue, Corinth, NY 12822**

EFFECTIVE: APRIL 2021

1. INTENT & PURPOSE

It is the intent of this Policy to set forth a detailed plan regarding current and future public health emergencies involving communicable diseases. This Policy is intended to address the ongoing COVID-19 Pandemic, but is also intended to address future public health emergencies. Having such a Policy in place prior to such an emergency will help avoid delays and confusion that could otherwise arise. However, no Policy can address all scenarios that may occur and this Policy is intended to be updated and amended to address the needs of the community and Town Employees, in particular to address subsequent emergencies that may arise and develop.

2. BUILDING LIMITATIONS/PROTOCOLS DURING STATE DISASTER EMERGENCIES

TOWN HALL AND SENIOR CENTER

- Building hours are restricted to Employees only and members of the public by appointment only.
- The public is encouraged to do Town business via phone, email or website.
- Visitors are to make appointments with the Department Head or other Official with whom they seek to meet.
- Physical in-person meetings shall be permitted only if rooms are available that are of sufficient size to permit compliance with a six-foot social distancing requirement (or greater separation distance if guidance from the New York State Department of Health [DOH] or the Centers for Disease Control and Prevention [CDC] recommend).
- Physical in-person meetings shall be permitted only where each participant wears a face mask that covers the wearer's nose and mouth at all times while in Town Hall.
- Town representatives should promote remote/virtual meetings over in-person meetings unless good cause exists for in-person attendance.
- The Town Board and Land Use Boards should conduct meetings remotely provided that adequate authority has been given for doing so and provided that the technology available for doing so (including necessary internet connection and speed) are sufficient.
- Town Hall Employees shall wear face masks (that cover both nose and mouth) when in a common area of Town Hall or in the immediate presence of any other person. Employees with private offices must wear a face mask whenever anyone else enters their office.

HIGHWAY DEPARTMENT BUILDING

- The Town Highway Garage will be closed to the general public throughout any State disaster emergency.
- Whenever possible, Town Highway Garage employees are required to comply with a six-foot social distancing requirement (or greater separation distance if recommended by NYS DOH or CDC) while in the Town Highway Garage.
- Face masks must be worn at all times.

EMS

- The EMS Building will be closed to the general public throughout the State disaster emergency unless used for administering of vaccinations.
- Whenever possible, Town Highway Garage employees are required to comply with a six-foot social distancing requirement (or greater separation distance if recommended by the NYS DOH or CDC) while in the Town Highway Garage.
- Face masks must be worn at all times.

3. OPEN PUBLIC MEETINGS OF THE TOWN BOARD AND TOWN LAND USE BOARDS

- Whenever the Town has been duly authorized to conduct virtual meetings (videoconferencing or teleconferencing) without allowing the public to access the physical locations of each Board Member, Town Board, Planning Board and Zoning Board of Appeals Meetings will be conducted using such methods unless technological issues prevent virtual meetings from occurring.
- In the event that physical in-person meetings are held, the Town Board and Town Land Use Boards should exercise any rights they have to limit the number of attendees at any one time to comply with social distancing guidelines then in effect. In addition, all meeting attendees will be required to wear a face mask that covers the wearer's nose and mouth.
- When virtual meetings are scheduled, the Board Member or Employee responsible for notifying the public will be required to ensure that, in addition to the date and time for each meeting, that the method of participating in the meeting will be published on the Town's website (this includes any website address or conference call-in number by which the public can participate).

4. PROTOCOLS TO PROTECT EMPLOYEE AND PUBLIC HEALTH:

- Every effort will be made to maintain the recommended six-foot social distancing guideline (or greater minimum distance if one is recommended by either the NYSDOH or CDC). If it is not possible to achieve this minimum separation distance, the employees are required to wear face masks. Face masks are to cover the wearer's nose and mouth at all times.
- No gathering of Town Employees will be permitted that would violate the protocol set forth in this Policy.
- While the declaration of disaster emergency related to COVID-19 is in place, Employees who have symptoms of acute respiratory illness are recommended to stay home and not come into work until they are free of fever (100.4°F or greater using an oral thermometer), sign of a fever and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom -altering medicines (such as cough suppressants). Employees should notify their supervisor and stay home if they are sick.
- During any future disaster emergency, the Town Board will identify the relevant symptoms that may trigger an Employee to stay at home even without a positive test result.
- During the COVID-19 disaster emergency, Employees should avoid sharing things like pens, pencils and computers to the greatest extent possible, but where items are shared or touched by numerous individuals, effort must be made to sterilize the items or objects periodically.
- When cash money or document transfer occurs, Employees are to either wear gloves or sterilize their hands immediately after each transaction.
- Employees will regularly wash hands with soap and water and hand sanitizer, especially: before and after eating; after sneezing, coughing or nose blowing; after using the restroom; before handling food; after touching or cleaning surfaces that may be contaminated; after using shared equipment and supplies.
- Employees who have or may have been in contact with an infected person will be asked to remain home and follow all current State and CDC quarantine guidelines.
- Plexiglass barriers may be installed in Town Hall where the public interacts with Town Employees.
- All counters and desktops accessible and used by the public must be wiped and sterilized periodically.
- Face masks, hand sanitizer and surface sanitizer will be made available for employee use.
- Depending upon the severity of the disaster, the Town Board may close Town Hall to Employees. Whenever this occurs, those employees that can fulfill their duties or parts of their duties from home will be expected to do so. Ability to do so will be based not only on the nature of the tasks to be performed, but also the Employee's access

to technology and their internet availability.

- All Employees will be required to fill out a time card setting forth the times and dates that they are at Town Hall or at the Town Highway Garage.

5. PROTOCOL IN EVENT EMPLOYEE TESTS POSITIVE

- In the event any Employee tests positive for COVID-19 or any future virus that is the basis of a disaster emergency, that individual will immediately have to leave Town Hall or the Town Highway Garage and fully adhere to any quarantine guidance then in effect before being permitted to re-enter Town Hall or the Town Highway Garage.
- All employees who were proximate to that Employee over the previous four days will be sent for testing and will be given paid leave in order to acquire testing. Time cards can be used to determine which employees were at Town Hall or at the Town Highway Garage with the Employee who tested positive.
- The workstation of any Employee who has tested positive and any equipment, door knobs or other surfaces that may have been used, handled or touched by that Employee will be sanitized either by a professional service or by one wearing gloves and a face mask.

6. TRAVEL/SICK LEAVE POLICY

- During the declaration of disaster emergency related to COVID-19, the Town will follow guidance federal and state policies, State Executive Orders, and laws. Currently, the State requires quarantine of Employees who undertake non-essential travel to certain States. While this mandate is in effect, such an Employee would have to rely upon accumulated leave time for the required quarantine period or they would not be paid for this time. Any Employee able to fully perform his or her duties from home, would not be subject to pay restrictions and would not be required to use leave time.
 - It is important that Town Employees understand that quarantine prompted by non-essential travel to any States other than contiguous States will disqualify them from receiving paid sick leave benefits under New York's COVID-19 paid sick leave law.
 - Unless an Employee follows state guidelines for "testing out" of quarantine, the length of quarantine following travel shall be 14 days.
- This Policy will be amended if travel limitations are deemed necessary during future State declarations of disaster emergency. At that time, the Town Board will take into consideration guidance from medical professionals, the Federal and State

Governments as well as NYS DOH and the CDC.

- At any time quarantine is not required by the State, it will not be imposed by the Town.

7. ESSENTIAL WORKERS

- During any disaster emergency in which the declaration of disaster emergency or any Executive Order issues pursuant to such declaration mandates that non-essential workers be sent home, the Town Board hereby declares all Town Employees to be Essential Workers.

- List of Town Employees by title:

COURT

- Judges (2)
- Clerk to the Town Justices

TOWN HALL

- Town Clerk/Tax Collector
- Deputy Town Clerk
- Clerks (2)
- Town Assessor
- Assessment Clerk
- Account Clerk Typists (2)
- Building/Code Enforcer
- Building Clerk
- Planning and Zoning Clerk
- Bookkeeper
- Maintenance – full time
- Maintenance – part time
- Animal Control Officer

HIGHWAY/LANDFILL

- Highway Superintendent
- Deputy Highway Superintendent
- Welder/MEO
- Mechanic/MEO
- Motor Equipment Operators (4)
- Labor

- Cleaner
- Landfill Attendant – full time
- Landfill Attendants – part time (4)

SENIOR CENTER

- Medical Director
- Senior Center Director
- Chauffeur

EMS

- Paramedic Coordinator
 - Paramedic – full time (3)
 - Paramedic – part time (15)
 - EMT (7)
- Highway Department Employees are responsible for keeping and maintaining necessary equipment and Town infrastructure and keeping the roads passable by the public. These duties include removal of physical obstructions from Town roadways, repair of Town roadways, clearing of snow and ice from Town roadways.
 - EMS Employees provide necessary medical services to the public. While some of the tasks EMS Employees perform are, by their nature, performed off-site, they cannot be performed from home.
 - The remaining Town Employees provide essential information to members of the Public regarding every facet of Town Governments. These employees ensure that legal mandates are met (ie, the posting and publishing of Public Hearing Notices, filing of Local Laws with the Secretary of State and administering of dog licensing requirements). They ensure that necessary information is received and disseminated to the Town Land Use Boards in a timely manner to ensure compliance with provisions of the New York State Town Law and the New York State General Municipal Law concerning the review of land use applications. These Employees ensure that information and materials necessary for the Town Board to function are appropriately received and disseminated. They likewise ensure that Resolutions and Local Laws adopted by the Town Board are effectuated. While some of the tasks performed by this group of employees can be accomplished off-site, each employee is responsible for tasks that cannot be performed off-site.
 - Despite the essential nature of Town Employees, to the extent practicable during the COVID-19 disaster emergency or any future disaster emergency, the Town will stagger schedules for Town Hall employees to limit the amount of people in Town Hall at any given time. However, this staggered approach is impractical for Town Highway and EMS employees.

8. PROTOCOLS TO ENSURE SUFFICIENT PPE

- On an annual basis, the Town will have on hand no less than 100 disposable face masks that will be stored in their original unopened boxes at Town Hall until needed.
- On an annual basis, the Town will have on hand no less than 32 fl oz of hand sanitizer that will be likewise stored at Town Hall.
- On an annual basis, the Town will have on hand no less than 300 sanitizing wipes that will be stored at Town Hall.
- In the event that the declaration of a disaster emergency becomes likely, the Town will immediately order enough masks to ensure that each Employee has access to two face masks per shift for a period of no less than six months. The Town will likewise inventory available stock of hand sanitizer and sanitizer wipes and will order a quantity sufficient for a six-month period.
- The Town will order and reorder these supplies as necessary to ensure that it will have no less than a six-month supply at all times throughout any declaration of disaster emergency.

RESOLUTION #129

To Approve the Town of Corinth Public Health Emergency Response Plan

A Motion by Councilman Collura and Seconded by Councilman Butler to Approve the Town of Corinth Public Health Emergency Response Plan

Ayes	3
Nays	0
Excused	2

Motion Passed

**LACROSSE PROGRAM THROUGH THE YOUTH COMMISSION:
RESOLUTION#130**

TO APPROVE THE SPENDING OF UP TO \$1600.00 BY THE YOUTH COMMISSION FOR THE LACROSSE PROGRAM ON GEAR FOR YOUTH, PAY OFFICIALS AND OTHER COSTS TO RUN THE PROGRAM.

A Motion by Councilman Butler and Seconded by Councilman Collura to approve the spending of up to \$1600.00 by the youth commission for the Lacrosse Program on gear for the youth, to pay officials and other costs to run the program.

Ayes	3
Nays	0
Excused	2

Motion Passed

**CDBG RESOLUTION:
RESOLUTION #131**

RESOLUTION DECLARING THE CDBG MOBILE AND MANUFACTURED HOME PROGRAM USING 2020 NYS COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDING TO CONSIST OF TYPE II ACTIONS UNDER THE STATE ENVIRONMENTAL QUALITY REVIEW ACT (SEQRA)

WHEREAS, federal grant funding is available through the NYS Homes and Community Renewal to support local housing and community development activities which are undertaken by eligible municipalities; and

WHEREAS, the Town of Corinth has been awarded such funding through the 2020 Program Year funding competition under the NYS Community Development Block Grant (CDBG) Program; and

WHEREAS, the Town of Corinth will use the 2020 CDBG funds to implement a community-wide mobile and manufactured home replacement program for existing eligible owner-occupied homes located within the Town of Corinth; and

WHEREAS, the Town has designated Supervisor Richard Lucia or Deputy Supervisor Edward Byrnes as the Certifying Officer for the Town; and

WHEREAS, the Town is required by federal regulations to undertake an environmental review of 2020 CDBG Program activities, included under NEPA and SEQRA, prior to the Release of Funds being issued by the NYS Office of Community Renewal; now therefore

BE IT RESOLVED, the Town of Corinth has completed the attached SEQR short environmental assessment form (EAF) for the CDBG Housing Rehabilitation 2020 Program, and therefore

BE IT FURTHER RESOLVED, the Town Board has declared the CDBG Housing Rehabilitation 2020 Program to consist of Type II Actions under SEQRA in accordance with 6 NYCRR §617.5(c)(1), (2), and (11).

A Motion by Councilman Collura and Seconded by Councilman Butler to approve the
**RESOLUTION DECLARING THE CDBG MOBILE AND MANUFACTURED HOME PROGRAM USING 2020 NYS
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDING TO CONSIST OF TYPE II ACTIONS UNDER
THE STATE ENVIRONMENTAL QUALITY REVIEW ACT (SEQRA)**

Ayes 3
Nays 0
Excused 2

Motion Passed

RESOLUTION #132

TO TABLE THE MEETING MINUTES OF March 11th and 18th, 2021.

A Motion by Councilman Collura and Seconded by Councilman Butler to Table the Meeting
Minutes of March 11th and 18th, 2021.

Ayes 3
Nays 0
Excused 2

Motion Passed

BOOKKEEPER'S REPORT:

- *\$62,516 Sales Tax for March---is down
- *\$14,100 received from the Town of Day thru Feb. 28, 2021
- *Funds from Greenfield due any day

TOWN BOARD:

Councilman Collura:

- *Thanked Dave Barrass for helping with the Zoom meeting
- *Nice Job to Councilman Byrnes on running the meeting

Councilman Butler:

- *Thanked Dave Barrass and Councilman Byrnes

RESOLUTION #133

MOTION TO ADJOURN THE MEETING

A Motion by Councilman Collura and Seconded by Councilman Butler to Adjourn the meeting

Ayes 3
Nays 0
Excused 2

Motion Passed

RESPECTFULLY SUBMITTED BY
BRENDA PERIS, TOWN CLERK