

TOWN OF CONSTANTIA
MINUTES – SUPERVISOR’S MEETING – March 1, 2021
9:00 am Constantia Town Hall

Present: Kenneth Mosley - Supervisor
Richard Colesante, John Metzger, Thomas Moran– Council Members
Clare Haynes – Town Clerk
Warren Bader – Town Attorney – Via Zoom
Dustin Clark– Barton & Loguidice – Via Zoom
Paul Baxter – Tug Hill Commission

Absent: Frank Tomaino – Council Member

CALL TO ORDER:

At 9:00 am Mr. Mosley called the town board meeting to order with the pledge of allegiance. As per recommended procedures during COVID-19 all persons in attendance were seated 6ft apart.

SEWER:

Mr. Colesante was at a recent Tug Hill Commission meeting, there was discussion on grant possibilities for sewer, Mr. Colesante will review his notes and send information to Mr. Clark.

Discussion on letter received by Mr. Helgren, RD from Mr. John Hines with concerns on odors and the new sewer treatment plant. Mr. Clark did respond to Mr. Helgren with his proposed odor control solutions. Of course there will be no guarantees, but hopefully the new WWTP will not have any additional odors than the current plant.

Mr. Helgren also received a voice mail from Mr. Gursky requesting the Environmental Assessment Report, this report is 200+ pages. Mrs. Haynes reached out to Mr. Gursky, he went to school for engineering and was just interested in reviewing the document, an electronic copy was offered. At the present time, Mr. Gursky does not have a working computer, he will reach back out when his computer is working. Mr. Clark has ordered a printed copy for the Town Clerk’s office.

Discussion turned to the four agreements received for the sewer district. These agreements need to be approved to move forward in accepting the financial offers on the table. Mr. Moran asked why three agreements were all slightly under \$25,000. Mr. Clark explained if an agreement goes over the \$25,000 threshold, that company would be responsible to file MWBE paperwork. Barton & Loguidice has the most costly agreement and the best possibility to deal with sub-contractors they will be in the best position to deal with this responsibility.

Mr. Moran asked what responsibility Fiscal Advisors will have with the district, Mr. Clark responded that with the past two districts the Town created, B&L took on the fiscal responsibility, this district is extensive requiring a separate company to be sure all documents are in order.

Mr. Bader did review all agreements and all are acceptable. Mr. Colesante made the motion to accept the following agreements for the Town of Constantia Northshore Sewer District:

Barton & Loguidice	\$6,380,000.00
Costello Cooney & Fearon, PLLC for	\$ 24,999.00
Fiscal Advisors & Marketing, Inc. for	\$ 24,500.00
- With a sewer exclusion application fee:	\$ 1,700.00
Orrick	\$ 24,750.00

Seconded by Mr. Metzger.

Carried: Moran – Yes Metzger – Yes Colesante – Yes Mosley – Yes

It is important to note that none of these agreements will start until the district is under way and with approval of the board. Mr. Clark gave the example that at the present time B&L is only authorized to spend \$10,000 in 2021 this is for applying or reapplying for new funding opportunities.

WATER:

Potential extension district – still being worked on, second letter authorized to be sent to properties that did not respond.

HIGHWAY GARAGE:

Mr. Clark did update the board on the backflow preventer for public water at the highway garage was approved last week. Mr. Woolridge will need to coordinate for the installation and have it certified when done.
-at 9:45am Mr. Clark left the meeting.

NYS PUBLIC EMPLOYER MANDATORY EMERGENCY PLANNING:

At previous meetings this policy has been discussed it is a requirement by New York State that the Town put a policy in place. After discussion Mr. Colesante made the motion to adopt the following policy:

TOWN OF CONSTANTIA
MANDATORY EMERGENCY PLANNING

- I. **SUBJECT:**
Preparation of Public Employers for State Disaster Emergencies involving Public Health
- II. **ISSUED:**

March 1, 2021

III. PURPOSE:

As a public employer in the State of New York, Town of Constantia is required to prepare a plan for the continuation of operations in the event that the governor declares a state disaster emergency involving a communicable disease.

IV. DEFINITIONS

The following definitions are to be used for the purpose of this policy:

- a. "Personal Protective Equipment" (PPE) shall mean all equipment worn to minimize the exposure of hazards, including gloves, masks (as example N-95, cloth, disposable or other as required based on job duties and/or Public Health Department recommendations), face shields, foot and eye protection, protective hearing devices, respirators, hard hats, and disposable gowns and aprons.
- b. "Essential" shall refer to a designation made that a public employee is required to be physically present at a work site to perform his or her job. Such designation may be changed at any time in the sole discretion of the employer. This designation shall apply regardless of employment status (FT, PT, on-call, temporary, per-diem or etc.)
- c. "Non-Essential" shall refer to a designation made that a public employee is not required to be physically present at a work site to perform his or her job. Such designation may be changed at any time in the sole discretion of the employer. This designation shall apply regardless of employment status (FT, PT, on-call, temporary, per-diem or etc.)
- d. "Communicable Disease" shall mean an illness caused by an infectious agent or its toxins that occurs through the direct or indirect transmission of the infections agent or its products from an infected individual.

V. GENERAL POLICY:

- 1. The following types of positions are considered essential in the event that the governor declares a state disaster emergency involving a communicable disease:**

Department	types of Essential positions
Supervisor/Councilperson(s)	Coordinate/Plan
Bookkeeper	Payroll, Accounts Payable
Town Clerk/Tax Collector	Accepting payments/Registrar
Deputy to Town Clerk	Accepting payments/Deputy Registrar
Highway	Highway Superintendent, Deputy Highway Superintendent, Heavy Equipment Operator
Code Enforcement	Inspections
Justice	As directed by New York State Office of Court Administration

- 2. Town of Constantia is committed to ensuring that our residents receive necessary services during a state disaster emergency involving a communicable disease. To accomplish this goal, essential employees, as defined in section IV or V(1) of this policy, may require access to technologies, including but not limited to hardware, software, data, and telecommunications.
- 3. To the extent possible, Town of Constantia departments will utilize staggering work shifts in the event of a declared state disaster emergency involving a communicable disease. Plans will be developed by the department head and communicated to essential employees based upon department of health guidelines and essential job duties.
- 4. Town of Constantia maintains a PPE stockpile sufficient to withstand the 90 day need for Town departments based upon peak COVID-19 usage. This stockpile is located in a secure facility and in an environment appropriate to prevent degradation to the PPE.
- 5. In the event that an employee is exposed to a known case of the communicable disease, exhibits symptoms of such disease, or tests positive for such disease, the following protocol shall be immediately enacted:
 - Step 1: Isolate and excuse the sick employee from the workplace. The infected, or exposed employee should remain at home until released by the public health official. Oswego County Department of Health (OCDOH) will issue either a letter to the employee indicating that they are released from isolation (if the employee was positive), or if exposed to a positive case, and remained asymptomatic for a 14 day quarantine period, their release date from quarantine will be noted on the public health order issued to them by the OCDOH.
 - Step 2: Contact OCDOH and provide assistance with identifying those individuals who worked in close proximity of the sick employee. Follow OCDOH guidance regarding which employees would need to be placed in quarantine.
 - Step 3: Contact Facilities for cleaning of work area(s). Facilities will utilize cleaning plan per OCDOH and CDC guidance related to the specific communicable disease.
 - Step 4: Notify employees: Following a confirmed case, Public Health or County Administration will notify all employees who work in the location or area where the sick employee works. Be sure to follow all applicable laws regarding the

disclosure of any confidential medical information such as the name of the employee.

6. Town of Constantia will utilize all means at its disposal to document the hours and work locations for essential employees, including off site visits for the purpose of disease contact tracing. Such means shall include, but are not limited to:
 - a. Time Clocks and/or Time Sheets (if applicable)
 - b. Door Access Records/Security Camera Records
 - c. Daily Sign-in Logs/Reports
7. Town of Constantia essential employees who require emergency housing in order to further contain the spread of a disease subject to this policy must, with approval of the department head, request housing from the Town of Constantia Town Board, will identify an appropriate emergency housing facility, if one exists, and coordinate with the essential employees to facilitate its usage. In the event that an appropriate facility does not exist the Town Board will establish an emergency shelter for essential employees in a Town of Constantia.
8. All protocols identified in this policy are subject to change pursuant to guidance provided by the Town of Constantia, OCDOH or by the NYS Department of Health based upon the specific communicable disease characteristics.

VI. REPORTING POLICY VIOLATIONS

Any violations of this policy shall be reported to your immediate supervisor, Department Head or via procedures established by the New York State Department of Labor. Reports may be made verbally or in writing.

VII. EFFECTIVE:

This policy is effective immediately.

Seconded by Mr. Mosley.

Carried: Moran – Yes Metzger – Yes Colesante – Yes Mosley – Yes

DISCUSSION:

Mr. Colesante asked what was happening with Mr. Sciacca, Mr. Bader responded that they were moving forward, there was paperwork sent to Mr. Haynes, CEO that needs to be certified and returned.

Container Law – Mr. Andino from CCF is working on the moratorium, hopefully it will be ready for the March town board meeting. Board members need to review what has already been started for discussion.

Planning board – Ms. Petkash has yet to hand in her resignation, but believes Mr. Pone and Mr. Antos will co-chair this board. Mrs. Haynes was asked to advertise for vacant positions on all boards.

Board of Appeals – Mr. Bader will check on Thursday if Mrs. Foster can be the recording secretary and also be an alternate for the board of appeals.

IMA with West Monroe – Mr. Moran is still concerned with this document, Mr. Mosley told Mr. Moran the Town is waiting on Ms. Lathan from Fiscal Advisors for her opinion. After discussion Mr. Moran's concerns are in the mechanics on how they are going to accomplish this task, this is what they hired Ms. Lathan to do.

Employee Handbook - Mr. Colesante and Mr. Metzger will work on the wording for the handbook for review. The policy would include a benefit for 30+ year employees, the Town will cover a portion of the retirees medical insurance from age 62 to 65 to bridge the gap until they are eligible for Medicare. Mr. Colesante and Mr. Metzger will work on the wording for review.

ADJOURN:

At 10:25 am, the meeting adjourned.