

SPECIAL MEETING OF THE TOWN BOARD

TOWN OF HALFMOON

Sunday, March 15, 2020 at 4:00pm

PLEDGE OF ALLIGENCE

Supervisor Tollisen: We have agenda's up here. They were prepared by me today. I do want to update you and try to provide as much information as possible with regards to coronavirus at both the town, county and state levels. Things are changing rapidly. Just from calling the meeting yesterday and giving the Board the agenda today, since then there have been some additional changes.

Business Discussion- Coronavirus Update:

Supervisor Tollisen- Overall general County and Town response

Senior center programming all canceled. Senior Center to be cleaned and disinfected throughout building.

School districts canceled school for next 30 days. There is a meeting tonight at Mechanicville Schools at 6pm- I have been asked to attend.

Department Manager meeting was held last week to update staff on enhanced cleaning in all Town buildings and facilities in effort to keep our town staff safe while working through this matter.

County Supervisors receive morning and evening updates from Saratoga County Public Health and Administration. There are a number of Facebook places that you can go. Obviously, the best place that you can go to is looking at the website for the Center for Disease Control. That is really the best place to get information. We will continue to update the town's Facebook and website to give you information and also Saratoga County Public Health.

Northway Towns of Clifton Park, Halfmoon, Malta, Wilton, Moreau- task force facebook. Supervisor Barrett posting relevant updates from County and other relevant resources.'

Please don't feed into the frenzy. Make sure you are diligent in what you are seeing because if you look at it too long, it will scare you. That is not the point here. Our point here is to be reasonable, practical and prudent in all of the things that we do.

I am in continuous contact with Town Public Health Officer, Dr. Harry Miller who is also a pediatrician. He did a presentation at the County Public Health meeting last week. He was asked to speak on the virus and he actually did a presentation to all of the area pediatricians on March 11th. It seems the younger population is a little bit more immune to it than the elderly population. One of the things that we really need to make sure that our elderly are taken care of. Hence, you saw the immediate closing of the Senior Center programming. The Senior Express remains open but on a limited basis and the home delivered meal programs will continue. There will be a meeting with the Director of the Senior Center to make sure that the senior's needs are met.

John Cooper- Coordinator of Emergency Management

As the Supervisor mentioned, my office is getting daily updates from the Saratoga County Office of Emergency Services. Once I get the information, I am relaying it to the staff. Basic things that we are reminding the staff to do is washing your hands 20 seconds under hot water, distance yourself from anybody you may come in contact with and avoid close physical contact with anybody. Our Building & Maintenance Department is cleaning the countertops, door knobs/handles daily and the staff has been issued sanitizer wipes to use as needed. The state has a stock pile of sanitizer and we will be getting some shortly as we have a request in with the Saratoga County Office of Emergency Services. I just spoke with the Commissioner and we should be receiving the supplies this week and distributed them to the town employees.

As the Supervisor mentioned, don't believe everything that you see on Facebook, just go to the CDC website, County Health Department or Offices for Emergency Services for any information. Thank you.

Lynda Bryan- Town Clerk/Senior Dispatch-

- #1 Goal is to ensure the health and safety of our seniors and our drivers
- Essential Services Only: Doctors & Groceries
- Limiting exposure by lessening # of riders per vehicle
- Drivers wearing gloves at all times
- Wiping down after each rider
- Full disinfecting of vehicle at end of day

MEALS ON WHEELS

- Mon-Fri service will still continue
- Fri delivery can include 2 frozen full meals for the weekend
- Office for the Aging has contacted our seniors receiving meals and is delivering 6 frozen meals Tuesday to have just in freezer just in case.
- The generous donation of day old bread/desserts from Hanaford is still being distributed to Marina Woods and Bishop Hubbard. The bread/desserts that normally go to the Senior Center will be distributed to the folks when their hot meals are dropped off by town drivers.

Judge Joe Fodera- Update on Court System

The NYS Office of Court Administration and Unified Court System have been monitoring the current situation and are constantly reviewing and revising their recommendations to all of the Courts in the State in conjunction with the appropriate state and national health related agencies. The Courts run independently from the Town, but we work closely together in times such as these and I want to thank Supervisor Tollisen and the Town Board for including us in this important session today.

As of today, Judge Suchocki and I expect the majority of courts in the state to remain open and operational, with certain changes being implemented to ensure both the safety and security of the court staff and our visitors. We will be keeping the Town of Halfmoon Court open and operational for all criminal matter and traffic court, although with some minor changes to our regular procedures. There will be no jury trials being scheduled for the immediate future to reduce the need for jury pools and facilitate social distancing when able to do so. If you have been notified to appear for Jury Duty, please contact the Saratoga County Commissioner of Jurors at the telephone number on your Juror Summons for further instruction and guidance.

If you have already been selected for a Jury that is currently seated, or is scheduled to begin this week, please be guided by the direction of the Commissioner of Jurors.

Based upon the current concerns, we will be taking certain steps designed to limit traffic in the courts, including extending deadlines and postponing certain proceedings where we can, and the State is exploring implementing remote appearances, using video and telephonic technologies to the fullest extent of the law. As those provisions become operational, we will post additional information on our website. Civil hearings, including Small Claims, Landlord/Tenant Summary Matters and Restitution Hearings will be postponed for the time being. If you have a Civil Hearing or Trial scheduled, please contact the Court Clerk's Office directly at 518-371-2592 for further direction relative to your specific case. We have also ceased our high school and college internship program for the foreseeable future.

Prisoner transport procedures are an obvious concern, both to reduce the amount of people in the court, as well as to reduce the possibility of exposure and transfer of the virus into the jail and prison systems, where the impact of infection poses a significant concern. We also anticipate that Intermittent sentences, including Weekend only jail sentences will be halted for the indefinite future to reduce potential transmission into the county jail system. We are acutely aware of the rights of Defendants, Plaintiffs, Victims, Petitioners, and Respondents in court cases, and, as such, we will be working to ensure that the wheels of justice continue to turn with minimal delays.

Supervisor Tollisen has advised us that our dedicated Town Maintenance staff will be working vigorously to maintain a clean and serviceable courtroom and court building. The Courtroom will not be used for any other business other than Court proceedings until this situation resolves.

We are asking any person who has been in China, South Korea, Japan, Italy, Iran or any other country reported by the Centers for Disease Control as having "widespread sustained" or "sustained community" spread of the coronavirus or anyone who resides or has had close contact with anyone who has been in one of the countries listed above within the last 14 days, or has been directed to self-quarantine, isolate, or self-monitor for the coronavirus by any doctor, hospital or health agency, or has been diagnosed with, or has had close contact with anyone diagnosed with COVID-19 or has flu like symptoms, to consider yourself to be a "Person at Risk", and instead of appearing for your scheduled court appearance, to call our Court Clerk's Office, not the Town Clerk's Office, directly at 518-371-2592 or via the Main Town Line, and then follow the instructions to be connected to the Town Court. Our Court Clerks can provide you with the proper direction to ensure that you will not be penalized for missing your appearance and provide direction as to how to proceed. Please note that the Town Clerk and the Court Clerk are different Offices, and the Town Clerk's staff, while always happy to take your call, are unable to provide any guidance or assistance with court related concerns.

We will have signs posted at each of the doors to the Courthouse and within the Main Hallway with these instructions.

If a Court visitor who self-identifies as a Person at Risk as I have described enters the Courthouse, we ask that you please notify one of the uniformed Court Officers and await direction. In the event that any person who identifies as having been exposed to the Coronavirus does enter the Court, we have a detailed process in place to ensure proper notifications to health authorities, town officials and the public, as well as to limit entry into any affected areas and facilitate the proper cleaning of the facility.

As with any illness, we ask that if you are not feeling well, please stay home, but contact the Court Clerk's office and your private attorney or the Office of the Public Defender if they are representing you in a criminal matter, so we can ensure that your court file will be properly notated and we can adjourn your case until a future date.

As relates to reducing the number of people migrating through the Court building, we would ask that people please consider using the online fine payment system for payment of fines, we will still be accepting fine payments, suspension lift payments and restitution payments at the Court Clerk's window, but for those matters that can be handled electronically over the internet, we would appreciate your assistance in that regard, keeping in mind that there are additional fees for those methods of payment and acting based upon your ability to afford those minimal extra charges. Exact change cash payments can still be made at our Court Clerk's window in the Court building.

We appreciate the incredible response of our local elected officials, town employees, and the public, and look forward to everyone following these recommendations and also for a smooth transition in the coming weeks, with anticipation of a speedy resolution both locally, nationally and abroad. Thank you.

Recommendation for consideration and possible action for Town Board:

RESOLUTION NO. 116-2020

Offered by Councilman Connors, seconded by Councilman Catricala: Approved by the vote of the Board: Ayes: Tollisen, Hotaling, Wasielewski, Connors, & Catricala
Resolution introduced by Supervisor Tollisen

RESOLVED, that the Town Board approves canceling the farmer's market located at Town Hall on Wednesdays for next 30 days effective immediately.

RESOLUTION NO. 117-2020

Offered by Councilman Wasielewski, seconded by Councilman Hotaling: Approved by the vote of the Board: Ayes: Tollisen, Hotaling, Wasielewski, Connors, & Catricala
Resolution introduced by Supervisor Tollisen

RESOLVED, that the Town Board approves canceling all non-essential meetings held in Town meeting rooms for next 30 days effective immediately.

RESOLUTION NO. 118-2020

Offered by Councilman Connors, seconded by Councilman Catricala: Approved by the vote of the Board: Ayes: Tollisen, Hotaling, Wasielewski, Connors, & Catricala
Resolution introduced by Supervisor Tollisen

RESOLVED, that the Town Board approves canceling all workshops/conferences employees are required to attend for next 30 days effective immediately.

RESOLUTION NO. 119-2020

Offered by Councilman Connors, seconded by Councilman Wasielewski: Approved by the vote of the Board: Ayes: Tollisen, Hotaling, Wasielewski, Connors, & Catricala

Resolution introduced by Supervisor Tollisen

RESOLVED, that the Town Board approves canceling Planning Board meeting scheduled for March 23, 2020.

RESOLUTION NO. 120-2020

Offered by Councilman Connors, seconded by Councilman Wasielewski: Approved by the vote of the Board: Ayes: Tollisen, Hotaling, Wasielewski, Connors, & Catricala

Resolution introduced by Supervisor Tollisen

RESOLVED, that the Town Board approves canceling to re-direct efforts of Senior Center to ensure needs of Seniors are being met and to coordinate Senior response

RESOLUTION NO. 121-2020

Offered by Councilman Hotaling, seconded by Councilman Connors: Approved by the vote of the Board: Ayes: Tollisen, Hotaling, Wasielewski, Connors, & Catricala

Resolution introduced by Supervisor Tollisen

RESOLVED, that the Town Board approves a relief program for Town employees- all employees receive 10 day infusion of time off for matters of day care and/or sickness. Time off to be approved by Department Manager and/or Town Supervisor in advance to ensure coverage of Town departments.

RESOLUTION NO. 122-2020

Offered by Councilman Connors, seconded by Councilman Wasielewski: Approved by the vote of the Board: Ayes: Tollisen, Hotaling, Wasielewski, Connors, & Catricala

Resolution introduced by Supervisor Tollisen

RESOLVED, that the Town Board approves canceling to allow Department Managers to approve flex time for all departments for employees to work in staged time periods, to be approved in advance by Town Supervisor. Coverage required during all normal standard day Town business hours.

RESOLUTION NO. 123-2020

Offered by Councilman Connors, seconded by Councilman Wasielewski: Approved by the vote of the Board: Ayes: Tollisen, Hotaling, Wasielewski, Connors, & Catricala

Resolution introduced by Attorney Murphy

RESOLVED, that the Town Board approves all applications for renewing Dog License by mail, on-line services or by phone.

1. Open Discussion- Town Board

Councilman Hotaling: Just a reminder for everyone to wash your hands, tablets, laptops and cell phones. These are some things that we don't immediately think of but use all of the time, one of the biggest germ carriers can be your cell phone!

Frank Tironi, Director of Water: Water billing will be going out in a few weeks and many of our seniors will be coming into the town offices to pay. Do we want to postpone the bills until the middle of April instead of the first of April?

Supervisor Tollisen: Let's bring that up in the meeting tomorrow and we can discuss whether or not we will wait and extend the time period on that.

Dr. Gulyas, longtime resident in Saratoga County: One question for clarification, there are a lot of things and rumors going around and I applaud you Kevin and the Board for your work on this. What is the status of Saratoga County in terms of the state of emergency?

Supervisor Tollisen: The situation at the county is rapidly changing. From 1:00 this afternoon until now, my email has been blowing up with different things. It appears that there will be a Special Board Meeting potentially for the County Board of Supervisors on Tuesday. The extent of that, I do not know yet. There are a lot of discussions about staffing but at this point, I am not aware of anything or a state of emergency that has been called or what it would be for. As soon as we know those things and if that does happen or if the County develops a state of emergency for any reason, we will let you know as soon as possible.

Dr. Gulyas: Thank you.

Supervisor Tollisen: There are several Department Managers here from the town today so thank you for coming. There is a Department Manager Meeting tomorrow morning at 8:30. You will be getting that email shortly. We are trying to give everybody as much information as possible and to be calm and informed. Again, don't buy into the hype and the rumors, make sure that you are getting accurate information. If there is anything that my office can do for you, please feel free to let me know. I appreciate the hard work of our staff. We have THE best staff from anywhere and I say that a thousand times over. Our staff goes above and beyond. Thank you to all of you who are here and for the hard work that you do. Again, if there is anything that the public needs, we are here. Thank you very much.

There being no further business to discuss or resolve, on a motion by Councilman Hotaling and seconded by Councilman Wasielewski, the meeting was adjourned at 4:27 pm.

Respectfully Submitted,

Lynda A. Bryan, Town Clerk