

**State of New York  
County of Fulton  
Town of Stratford**

Minutes of the Stratford Regular Board meeting held on Wednesday, June 3, 2020 at the municipal building located at 120 Piseco Rd. Meeting closed to all residents due to COVID-19 Virus.

**Present:**

Heather VanDenburgh	---	Supervisor
Allan Perkins	---	Councilman
Joan Ploss	---	Councilwoman
Tiffany Rutkowski	---	Councilwoman
Lawrence Staring	---	Superintendent
Diana Massicotte	---	Town Clerk

**Absent:**

Lorraine Rumrill	---	Councilwoman
Norman Wright	---	Code Enforcement Officer
Michael Albanese	---	Town Attorney
David Galarneau	---	Sole Assessor
Michael Sokira	---	BTI Director
Karen Jaquay	---	Dog Control Officer
Moira Marshall	---	Town Historian

**Residents in Attendance:** None

Supervisor VanDenburgh called the special meeting to order at 6:13 pm.

**RESOLUTION #21-2020 FOR REPAIR OF THE WINGWALL ON PISECO LAKE ROAD**

**WHEREAS**, the Highway Superintendent Larry Staring presented the quote from R&B Construction, L.L.C, Randy J. Bascom, 1094 Bulls Head Road, Amsterdam, NY 12010.

**Foreman**

160 hours @ \$90.00 per hour	\$14,400.00
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**Laborers**

2 @ 160 hours each @ \$88.00 per hour	\$28,160.00
1 @ 80 hours @ \$88.00 per hour	\$ 7,040.00

Stone strong block for wingwall	\$12,000.00
34 yds. Class A concrete	\$ 5,100.00
Re-rod	\$ 3,400.00
24 bags Portland cement	\$ 300.00
14 yds. Sand	\$ 180.00

**Equipment**

304 cat excavator, 1 month	\$ 4,200.00
2 days crane with operator	\$ 4,200.00
Compressor with fuel 1 week	\$ 250.00
Gunite gun with hoses and mixer	\$ 250.00
Concrete pump truck	<u>\$ 1,800.00</u>

**TOTAL** \$81,280.00

**WHEREAS**, all work will be done under the Fulton County Bridge Repair and Maintenance Contract as of 5/1/2020.

**BE IT RESOLVED**, that the Stratford Town Board approves the amount as stated.

**Motion made by Councilwoman Ploss, seconded by Councilman Perkins to accept the bid for the repair to the bridge on Piseco Lake Road.**

**ADOPTED**    **Ayes 4**        **VanDenburgh, Ploss, Perkins and Rutkowski**  
                  **Nays 0**  
                  **Absent 1**        **Rumrill**

Highway Superintendent Staring said the bridge had been inspected by NYS in mid May. There was no other damage. Superintendent Staring stated we would be reimbursed by FEMA for \$60,960. We will be eligible to use chips money because this is a capital improvement and will last eight to ten years. The work should be done in about four weeks.

Superintendent Staring stated he has the approval form from the DEC.

Superintendent Staring met with Tom Beilli and two engineers from the Department of Agriculture Natural Resource Conservation Service to look at the Voorhees Road and Cemetery Road sites. Their programs include a waiver regarding the income of the town residents may make us eligible for 90% of the reimbursement.

**Resolution 22-2020**

**TOWN OF STRATFORD RE-OPENING SAFETY PLAN**

**The following guidelines are effective immediately and adhere to the NYS Forward Business Re-Opening Safety Plan requirements.**

**Physical Distancing:**

**Town Clerk Office:** FACE MASKS REQUIRED. No more than (1) person within the office at a time due to size of waiting area and the inability to maintain social distance of 6 ft between (2) citizens. Those who are waiting to conduct business may wait outside the Town Clerk’s office on the covered porch. Proper social distancing lines will be placed on the porch to ensure spacing.

**Code Enforcement Officer:** No more than (1) person within the office at a time when conducting Code Enforcement duties. Ensure 6 ft. distance between personnel and citizens. If 6 ft. distance cannot be maintained, all parties must wear acceptable face coverings.

**Assessor:** No more than (1) citizen within the Assessor office at a time when conducting Assessor duties. Ensure 6 ft. distance between personnel and citizens. If 6 ft. distance cannot be maintained, all parties must wear acceptable face coverings.

**Town Supervisor:** No more than (1) citizen within the Town Supervisor's office at a time when conducting Supervisor duties. Ensure 6 ft. distance between personnel and citizens at all time. If 6 ft. distance cannot be maintained, all parties must wear acceptable face mask coverings.

**Highway Department:** Ensure 6 ft. distance between personnel at all time. If 6 ft. distance cannot be maintained, all parties must wear acceptable face mask coverings. No more than (2) persons within the break room at the same time.

ALL Town Employees should encourage citizens with non-urgent business to submit their business via mail for processing rather than in-person processing to lower the risk of spreading the illness.

## **PLACES:**

The Town of Stratford will provide all employees with an acceptable face covering at no-cost. They will also supply sanitizer stations within every office and within the Community Center for personnel and public use. On request, the Town of Stratford will also provide gloves if sanitizer use is prohibitive. Employees agree to clean their facial covering after every office visit, or request replacement if their facial covering is worn out or damaged. A touchless thermometer will be provided and available for employees to use. It will be labeled and placed in the Community Center kitchen.

Further Recommendations:

-Each employee agrees to sanitize any public items (pens, desk surfaces, etc.) that the public have been in contact with to prevent cross-contamination. Employees will keep a log of every visitor that they had close contact with.

-The Community Center and public restrooms will be sanitized at least once a week. The restrooms will be supplied with appropriate antibacterial hand soaps for handwashing and

disposable paper towels for hand drying. If the Community Center is used for a town meeting, it will be sanitized after every use.

-Signage will be posted throughout the Town Hall and Community Center to remind personnel to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols.

-The Community Center will be limited to Town Board and Town business only; there will be no option to rent the hall for private use until further notice. Furthermore, the maximum occupancy of the Community Center will be limited to 10 people in accordance with the Phase II reopening guidelines. Due to this restriction, the monthly Town Board meeting will continue to be recorded and posted for the public until Phase III guidelines are released.

**PROCESS:**

Employees will be provided a factsheet on COVID-19 symptoms and agree to stay away from the Town Hall if they are feeling unwell and/or running a fever. Employees will be responsible for their own health screenings, such as temperature-taking. If an employee is notified that they have had close contact with a confirmed case of COVID-19, they will immediately notify the Town Supervisor and suspend all office activities for 14 days while self-quarantining. The town offices will be sanitized before allowing any other employees re-entry. If the employee tests positive for COVID-19, the Town Supervisor will immediately notify state and local health departments, along with those who have been in contact with that employee while maintaining confidentiality required by state and federal law and regulations. The Fulton County Public Health Department will be responsible for these notifications.

**BE IT RESOLVED**, these changes are effective immediately and will remain in place until the Stratford Town Board rescinds these measures in a future resolution.

**Offered by: Councilman Perkins, seconded by Councilwoman Rutkowski**

**ADOPTED: Ayes 4 VanDenburgh, Perkins, Ploss, and Rutkowski**  
**Nays 0**  
**Absent 1 Rumrill**

Supervisor VanDenburgh made a motion to go into Executive Session at 6:56 pm to discuss the personnel record of an employee, seconded by Councilwoman Ploss.

**ADOPTED: Ayes 4 VanDenburgh, Perkins, Ploss, and Rutkowski**  
**Nays 0**  
**Absent 1 Rumrill**

Motion made by Councilwoman Ploss to leave Executive Session at 7:37 pm, seconded by Councilwoman Rutkowski.

**ADOPTED: Ayes 4      VanDenburgh, Perkins, Ploss, and Rutkowski**  
**Nays 0**  
**Absent 1      Rumrill**

With no further business, on a motion by Councilwoman Rutkowski, seconded by Councilwoman Ploss, the meeting was adjourned at 7:37 pm.

Respectfully submitted,

Diana Massicotte, Town Clerk