

A regular meeting of the Town Board of the Town of Moreau was held on March 30, 2021 in the Town of Moreau Municipal building, 351 Reynolds Road, Moreau, New York.

The meeting was conducted via Zoom in accordance with the Governor's Executive Order 202 and all extensions, which allow for municipalities to hold meetings remotely, providing that the public has the ability to view and/or listen to such proceedings.

The Supervisor called the meeting to order at 7:00 p.m.

The Town Clerk called the roll.

Town Board Members Present

John Hogan	Councilmember
Kyle Noonan	Councilmember
John Donohue, Jr.	Councilmember
Alan VanTassel	Councilmember
Theodore T. Kusnierz, Jr.	Supervisor

Town Board Members Absent

None

Also present: Leeann McCabe, Town Clerk; Malcolm O'Hara, Attorney for the Town (via Zoom)

The Supervisor led the Pledge of Allegiance.

APPROVAL OF MINUTES

The minutes from March 9, 2021 and March 19, 2021 were prepared and presented to the Town Board for their review, comment, correction and approval.

The Supervisor stated that he had a correction to the March 9, 2021 set of minutes. He stated, that on page 71, Resolution #2021-118 should have been recorded as a monthly fee of \$405.00 and not with open purchase orders.

Resolution #2021-123

A motion was made by Councilmember VanTassel, seconded by Councilmember Hogan and carried to approve the minutes from March 9, 2021 and March 19, 2021 with the above noted correction.

Asked if all in favor, the following responses were given:

Councilmember Hogan	Aye
Councilmember Noonan	Aye
Councilmember Donohue	Aye
Councilmember VanTassel	Aye
Supervisor Kusnierz	Aye

SET FUTURE MEETINGS AND WORKSHOPS

None scheduled.

COVID-19 UPDATE

The Supervisor stated, that the Governor announced, those individuals 30 and over are now eligible for the COVID-19 vaccine. Beginning on April 6, 2021, those individuals 16 and over will be eligible.

A regular meeting of the Town Board of the Town of Moreau was held on March 30, 2021 in the Town of Moreau Municipal building, 351 Reynolds Road, Moreau, New York.

The Supervisor reported the following numbers as of this evening:

In Saratoga County

13,338 Total number of confirmed cases
12,828 Recovered
355 Active cases
18 Hospitalized
155 Deaths

In the Town of Moreau

596 Total number of confirmed cases
554 Recovered
30 Active cases
12 Deaths

In the Village of South Glens Falls

164 Total number of confirmed cases
156 Recovered
8 Active cases
0 Deaths

The seven-day rolling average testing positivity rate for the County has risen to 3%

The number of individuals in the County who have received at least one vaccine is over 81,724, which equates to 35.5% of the County's population.

For those who have had their series completed, the number is at 49,475, which equates to 21.5% of the County's population. The Supervisor stated that the percentage across New York state for those who have completed their series is at 17.3%. He stated that Saratoga County continues to lead in that category.

The number of seniors 65 and over who have received at least one vaccine is at 29,944, which is 70.4% of the County's population. The number of those 65 and over who have completed the series is at 20,699, which is 47.9% of the County's population.

TOWN COURT

The Supervisor stated that his office has performed the annual audit of the Court's records. It was reported that everything was satisfactory. He stated that the Town Board needed to pass a resolution to acknowledge the completion.

Resolution 2021-124

A motion was made by Councilmember VanTassel, seconded by Councilmember Hogan and carried, acknowledging that the required examination of the Town Court's financial records for the year ending December 31, 2020 has been completed.

Asked if all in favor, the following responses were given:

Councilmember Hogan	Aye
Councilmember Noonan	Aye
Councilmember Donohue	Aye
Councilmember VanTassel	Aye
Supervisor Kusnierz	Aye

A regular meeting of the Town Board of the Town of Moreau was held on March 30, 2021 in the Town of Moreau Municipal building, 351 Reynolds Road, Moreau, New York.

TOWN CLERK’S OFFICE

Resolution 2021-125

A motion was made by Councilmember VanTassel, seconded by Councilmember Noonan and carried, acknowledging that the required examination of the Town Clerk’s financial records for the year ending December 31, 2020 has been completed.

Asked if all in favor, the following responses were given:

Councilmember Hogan	Aye
Councilmember Noonan	Aye
Councilmember Donohue	Aye
Councilmember VanTassel	Aye
Supervisor Kusnierz	Aye

The Supervisor stated that the AUD for the period ending December 31, 2020, which the Town is required to perform, has been completed and submitted to the Office of the State Comptroller. He stated that he has the document in his office if the Board members would like to see it.

The Supervisor stated that he had a request from the Town Clerk to run an ad for a Part-time Deputy Town Clerk and to gauge the interest from the Town Board to determine if part of the responsibilities of that individual should include being Secretary to the Planning and Zoning Boards. He stated that they had received correspondence from the current Secretary, stating that she will be leaving her position. The Town Clerk clarified that she requested to run the ad for a Part-time Deputy Clerk and to see if that person might be interested in the position of Secretary to the Planning and Zoning Boards. She stated that it wouldn’t be a requirement of the Deputy Clerk position. The Town Board members agreed that the Town Clerk should run an ad for the Deputy Clerk position first and see if there’s an interest for the position of Secretary to the Planning and Zoning Boards.

Resolution #2021-126

A motion was made by Councilmember Hogan, seconded by Councilmember Noonan and carried, authorizing the Town Clerk to place an ad for a Part-time Deputy Town Clerk.

Asked if all in favor, the following responses were given:

Councilmember Hogan	Aye
Councilmember Noonan	Aye
Councilmember Donohue	Aye
Councilmember VanTassel	Aye
Supervisor Kusnierz	Aye

MOUNTAIN MEDICAL CONTRACT

The Supervisor stated that the Town uses Mountain Medical for their pre-employment physicals. He stated that the Attorney for the Town has reviewed the contract, and everything is in order. The Supervisor stated that the current agreement has expired and that this agreement will be good through the end of this year.

Resolution #2021-127

A motion was made by Councilmember Hogan, seconded by Councilmember Noonan and carried, accepting the contract with Mountain Medical for the period from January 1, 2021 through December 31, 2021.

A regular meeting of the Town Board of the Town of Moreau was held on March 30, 2021 in the Town of Moreau Municipal building, 351 Reynolds Road, Moreau, New York.

Asked if all in favor, the following responses were given:

Councilmember Hogan	Aye
Councilmember Noonan	Aye
Councilmember Donohue	Aye
Councilmember VanTassel	Aye
Supervisor Kusnierz	Aye

TIRE RECYCLING DAY

The Supervisor stated that he had received correspondence from Dustin Lewis of the Saratoga County Soil & Water Conservation District. The Supervisor stated that they typically rotate around the County and have towns host the Tire Recycling Day. This year they've asked the Town of Moreau to be the hosting town. It would be for all Saratoga County residents and would be held on May 25, 2021 from 4:00 p.m. to 5:30 p.m. They will accept tires, with or without a rim, for \$5.00 per tire. He stated that they would bring a trailer to the Town Transfer Station and park it in an acceptable location. The benefit to hosting the Recycling Day is that the municipality would be able to dispose of their own tires (that meet the criteria) for free. The Town Board was supportive of being the hosting municipality. The Supervisor stated that he would reach out to Saratoga County Soil and Water and let them know. He also stated that they have their own staff to work the program and that they just need the space. Councilmember Donohue suggested putting the flyer on the Town's website and printing some up to hand out. Councilmember Donohue asked if the Supervisor had found out anything about a hazardous waste day. The Supervisor stated that he found it wasn't a County program, it was a program where municipalities joined together. He stated, back in 2011, it cost \$34,000.00 to run the program. He stated that the Town of Wilton is looking to hold another, but it will be for Town of Wilton residents only.

HIGHWAY DEPARTMENT

The Highway Superintendent has requested to schedule the annual spring Limb & Branch pick-up, which would start April 19, 2021 and run through May 14, 2021. His request stated that he would use the week of May 17th to accommodate residents that may need extra time to gather their limbs and branches.

Resolution #2021-128

A motion was made by Councilmember VanTassel, seconded by Councilmember Hogan and carried, authorizing the Highway Superintendent to run the annual 2021 Spring Brush and Limb pick-up program and to place ads in the Post Star and Chronicle Newspapers. The pick-up dates will run from April 19, 2021 through May 14, 2021. The week of May 17, 2021 will be used to accommodate residents that may need extra time.

Asked if all in favor, the following responses were given:

Councilmember Hogan	Aye
Councilmember Noonan	Aye
Councilmember Donohue	Aye
Councilmember VanTassel	Aye
Supervisor Kusnierz	Aye

The Highway Superintendent is requesting an amendment to Resolution #2021-117, which will change the bid opening date for the Tractor Mower to April 23, 2021. He stated that this would give bidders more time to submit their bids.

A regular meeting of the Town Board of the Town of Moreau was held on March 30, 2021 in the Town of Moreau Municipal building, 351 Reynolds Road, Moreau, New York.

Resolution #2021-129

A motion was made by Councilmember VanTassel, seconded by Councilmember Noonan and carried, to amend the bid opening date for the Tractor Mower, noted in Resolution #2021-117, from April 9, 2021 to April 23, 2021 at 2:00 p.m.

Asked if all in favor, the following responses were given:

Councilmember Hogan	Aye
Councilmember Noonan	Aye
Councilmember Donohue	Aye
Councilmember VanTassel	Aye
Supervisor Kusnierz	Aye

The Supervisor stated that he had reviewed the bid specs and had concerns over how tightly written a couple of the items were on the mower. He stated, that what this does, is to provide for only one mower that can meet the bid specs, that he's aware of. He stated that he would like some of the language to be removed, so anyone with a similar piece of equipment can participate in the bid. The Supervisor stated that he would make his recommendation to the Highway Superintendent and asked the Town Clerk to get copies of the bid specs to the Board members, so they could give their input.

RECREATION DEPARTMENT

The Supervisor stated that he had spoken with Councilmember Hogan regarding summer help for the Recreation Department. There is a recommendation from the Recreation Leader, working with the Recreation Committee members to bring back an employee from last year and to hire seven new full-time seasonal laborers.

Resolution #2021-130

A motion was made by Councilmember Hogan, seconded by Councilmember VanTassel and carried; to adopt the following resolution:

So be it RESOLVED:

That the following individual be re-hired as a full-time, seasonal employee for the Town of Moreau Recreation Department as a Rec Laborer:

Chris Rich	\$13.37 per hour
------------	------------------

So be it FURTHER RESOLVED:

That the following individuals be hired as full-time seasonal employees for the Town of Moreau Recreation Department as Rec Laborers, subject to successful completion of a background check and pre-employment physical within a 3-week period:

William Noonan	\$12.50 per hour
Scott Merrill	\$12.50 per hour
Bruce Homicz	\$12.50 per hour
Jacob Aday	\$12.50 per hour
Ethan Cassavant	\$12.50 per hour
Bradley Mallette	\$12.50 per hour
Jayden DeRush	\$12.50 per hour

Councilmember Noonan noted that he was no relation to William Noonan.

A regular meeting of the Town Board of the Town of Moreau was held on March 30, 2021 in the Town of Moreau Municipal building, 351 Reynolds Road, Moreau, New York.

The Supervisor stated that he had looked through some of the applications and asked Councilmember Hogan if there were any females that had applied. He replied that there weren't.

Asked if all in favor, the following responses were given:

Councilmember Hogan	Aye
Councilmember Noonan	Aye
Councilmember Donohue	Aye
Councilmember VanTassel	Aye
Supervisor Kusnierz	Aye

Councilmember Hogan stated that they'll still need lifeguards for the summer. The Supervisor asked if there was a posting at the school? Councilmember Noonan stated that he would look into that. Councilmember Noonan stated that they'll need to have a discussion, at some point, regarding Lifeguard Certification. He stated that it's very expensive to get a certification.

The Supervisor reported that Stewarts Shops has graciously awarded, through the Holiday Match Program, \$1,850.00 to Moreau Recreation for the Disc Golf program. As a result, it will require a motion to increase revenues.

Resolution #2021-131

A motion was made by Councilmember Hogan, seconded by Councilmember VanTassel and carried, to increase Revenues by \$1,850.00 to account A2089-8 (General Recreation Donations); and, to increase Expenditures by \$1,850.00 to account A7140.4 (General Recreation Contractual) To recognize the grant money donated from Stewarts Shops for the installation of Disc Golf equipment at the Harry Betar Recreation Park.

Asked if all in favor, the following responses were given:

Councilmember Hogan	Aye
Councilmember Noonan	Aye
Councilmember Donohue	Aye
Councilmember VanTassel	Aye
Supervisor Kusnierz	Aye

The Supervisor stated that Stewarts Shops are very involved in their communities and are good neighbors to have.

The Recreation Leader has submitted a request for a 2021 Turf Management Program for the Harry Betar Recreation Park athletic fields. This includes fertilization, pesticide and herbicide, as well as over-seeding and aeration as necessary. The following quotes were received:

Turf Management Company, Inc. P.O. Box 611 Glens Falls, NY 12801	\$10,965.93 *Can provide over-seeding, if needed, at a rate of \$0.04/sqft *Can provide core aeration at a rate of \$800/4 fields
Grasshopper Gardens, Inc. P.O. Box 124 Gansevoort, NY 12831	\$12,275.00 *No price listed for over-seeding or aeration
Toadflax Nursery, LLC 1621 Route 9 South Glens Falls, NY 12803	*Contacted on 2/17/21 and 3/16/21 No quote provided

The recommendation from the Recreation Leader was to stay with Turf Management and open a purchase order in the amount of \$14,000 to allow for over-seeding and core aeration if necessary.

A regular meeting of the Town Board of the Town of Moreau was held on March 30, 2021 in the Town of Moreau Municipal building, 351 Reynolds Road, Moreau, New York.

The Town Board wasn't supportive of having an open purchase order because someone would have to keep track of the money. Councilmember VanTassel stated that the Recreation Leader can come back to the Town Board if he wants to have the over-seeding or core aeration done.

Resolution #2021-132

A motion was made by Councilmember VanTassel, seconded by Councilmember Hogan and carried, authorizing Turf Management Company, Inc. for the Town's 2021 Turf Management Program for the Harry Betar Recreation Park athletic fields, including fertilization, pesticide and herbicide, in the amount of \$10,965.93. The expense will be paid from account A7140.4.

Asked if all in favor, the following responses were given:

Councilmember Hogan	Aye
Councilmember Noonan	Aye
Councilmember Donohue	Aye
Councilmember VanTassel	Aye
Supervisor Kusnierz	Aye

The Recreation Leader requested to purchase 4-18 Ton loads of Red Diamond Baseball Material from Hadeka Stone Corp. The request stated that this was a sole source vendor. The quoted price was \$47.00 per ton.

Resolution #2021-133

A motion was made by Councilmember Hogan, seconded by Councilmember Noonan and carried, authorizing the purchase of 4 – 18 Ton loads of Red Diamond Baseball Material from Hadeka Stone Corp. at a cost of \$3,384.00. The expense will be paid from account A7140.4.

Asked if all in favor, the following responses were given:

Councilmember Hogan	Aye
Councilmember Noonan	Aye
Councilmember Donohue	Aye
Councilmember VanTassel	Aye
Supervisor Kusnierz	Aye

The Supervisor stated that he had a contract for Empire City Soccer Academy, which is an amendment to the contract in place from this past Fall. He stated that the Attorney for the Town has reviewed the amendment and it is acceptable to her.

Resolution #2021-134

A motion was made by Councilmember Hogan, seconded by Councilmember VanTassel and carried, authorizing the Town Supervisor to sign the contract for 2021 with the Empire City Soccer Academy, formerly known as Adirondack Lynx Soccer Academy, LLC.

Asked if all in favor, the following responses were given:

Councilmember Hogan	Aye
Councilmember Noonan	Aye
Councilmember Donohue	Aye
Councilmember VanTassel	Aye
Supervisor Kusnierz	Aye

A regular meeting of the Town Board of the Town of Moreau was held on March 30, 2021 in the Town of Moreau Municipal building, 351 Reynolds Road, Moreau, New York.

The Recreation Leader submitted two quotes for the annual inspection of the Town's backflow preventers at the Harry Betar Recreation Park, the Town Hall and the Town Highway Garage. The following quotes were received:

John's Plumbing & Heating Solutions, LLC 24 Sweenor Lane Gansevoort, NY 12831	\$650.00
Technical Building Services, Inc. 12 E Commerce Drive Ballston Spa Commercial Park Ballston Spa, NY 12020	\$1,125.00
C&L Mechanical PO Box 187 Fort Edward, NY 12828	Contacted on 3/9/21 & 3/17/21 No quote provided

Resolution #2021-135

A motion was made by Councilmember Hogan, seconded by Councilmember Noonan and carried, authorizing John's Plumbing & Heating Solutions, LLC to complete the annual inspection of the Town's backflow preventers, at a cost of \$650.00.

Asked if all in favor, the following responses were given:

Councilmember Hogan	Aye
Councilmember Noonan	Aye
Councilmember Donohue	Aye
Councilmember VanTassel	Aye
Supervisor Kusnierz	Aye

WATER DEPARTMENT

The Supervisor stated that he had an agreement from Master Meter Agreement. The correspondence received stated that they had researched their files to identify registers that may experience a premature failure. They will replace at no cost to the Town and receive the balance of the warranty. Their records indicate 729 total registers are impacted with the issue. The Supervisor recommended that they take Master Meter up on their offer.

Resolution #2021-136

A motion was made by Councilmember VanTassel, seconded by Councilmember Hogan and carried, authorizing the Supervisor to sign the Master Meter Agreement.

Asked if all in favor, the following responses were given:

Councilmember Hogan	Aye
Councilmember Noonan	Aye
Councilmember Donohue	Aye
Councilmember VanTassel	Aye
Supervisor Kusnierz	Aye

The Supervisor stated that he has a contract addendum from Laberge Group in the amount of \$1,000.00, to administer the CREG Grant, which the Town has received. The Supervisor stated that it's a bargain for \$1,000.00. He stated that his office doesn't have the time or expertise to take on this task.

Resolution #2021-137

A regular meeting of the Town Board of the Town of Moreau was held on March 30, 2021 in the Town of Moreau Municipal building, 351 Reynolds Road, Moreau, New York.

A motion was made by Councilmember VanTassel, seconded by Councilmember Hogan and carried, authorizing the Supervisor to sign the contract addendum #2019044-01 with Laberge Group, for the Town of Moreau 2020 GREG Grant Administration Services, at a cost of \$1,000.00.

Asked if all in favor, the following responses were given:

Councilmember Hogan	Aye
Councilmember Noonan	Aye
Councilmember Donohue	Aye
Councilmember VanTassel	Aye
Supervisor Kusnierz	Aye

PUBLIC HEALTH EMERGENCY PLAN

The Supervisor stated that the Public Health Emergency Plan has been presented to the Highway Union. They supplied feedback to the Town. He stated that the Town is in the final stage, where the Plan needs to be adopted prior to April 1, 2021. He stated that he had a copy in his office should anyone from the public like to see it. He also stated that it would be posted on the Town's website.

The Town Clerk read the following prepared resolution aloud as follows:

TOWN BOARD TOWN OF MOREAU

RESOLUTION: ADOPTION OF PUBLIC HEALTH EMERGENCY PLAN

WHEREAS, Governor Andrew M. Cuomo signed legislation requiring all public employers to create plans to adequately protect workers in the event of a state disaster emergency involving a communicable disease, and

WHEREAS, the Town of Moreau's Public Employer Health Emergency Plan has been developed in accordance with the amended New York State Labor Law section 27-c, and

WHEREAS, the Public Employer Health Emergency Plan was developed with the input of the Town's employee labor union as required by the amended New York State Labor Law,

NOW, THEREFORE, BE IT

RESOLVED, that the Town Board of the Town of Moreau hereby adopts the Town of Moreau Public Employer Health Emergency Plan, attached as Exhibit "A", and be it

FURTHER RESOLVED, that the Supervisor or his duly authorized representative is hereby empowered to execute any such agreements, documents, or papers, as may be necessary to implement the intent and purpose of this Resolution.

Resolution #2021-138

A motion was made by Councilmember VanTassel, seconded by Councilmember Noonan and carried, to adopt the Public Health Emergency Plan as read into the record by the Town Clerk.

Asked if all in favor, the following responses were given:

A regular meeting of the Town Board of the Town of Moreau was held on March 30, 2021 in the Town of Moreau Municipal building, 351 Reynolds Road, Moreau, New York.

Councilmember Hogan	Aye
Councilmember Noonan	Aye
Councilmember Donohue	Aye
Councilmember VanTassel	Aye
Supervisor Kusnierz	Aye

COMMUNITY DEVELOPMENT BLOCK GRANT RDP – 2020

The Supervisor stated that Grant Administration and Program Delivery Services for the Program Year 2020 CDBG Grant had gone out to RFP. The Town has received two proposals:

C.T. Male Associates
50 Century Hill Drive
Latham, NY 12110

Laberge Group
4 Computer Drive West
Albany, NY 12205

He asked if the Board members have had a chance to look over the proposals. He stated that his recommendation, after the review of the proposals, is that the Town should select Laberge Group. He stated that they've demonstrated significant experience with the Community Development Block Grant program and they also have the most experience with the Town's infrastructure.

Resolution #2021-139

A motion was made by Councilmember VanTassel, seconded by Councilmember Hogan and carried, to accept the proposal from Laberge Group dated March 5, 2021 for Grant Administration and Program Delivery Services for the program year 2020 Community Development Block Grant for public infrastructure.

Asked if all in favor, the following responses were given:

Councilmember Hogan	Aye
Councilmember Noonan	Aye
Councilmember Donohue	Aye
Councilmember VanTassel	Aye
Supervisor Kusnierz	Aye

Resolution #2021-140

A motion was made by Councilmember VanTassel, seconded by Councilmember Noonan and carried, authorizing the Supervisor to sign the agreement with Laberge Group for Grant Administration and Program Delivery Services for the program year 2020 Community Development Block Grant for public infrastructure.

Asked if all in favor, the following responses were given:

Councilmember Hogan	Aye
Councilmember Noonan	Aye
Councilmember Donohue	Aye
Councilmember VanTassel	Aye
Supervisor Kusnierz	Aye

SEWER DISTRICT 1, EXT. 5

A regular meeting of the Town Board of the Town of Moreau was held on March 30, 2021 in the Town of Moreau Municipal building, 351 Reynolds Road, Moreau, New York.

The Supervisor stated that there were six bidders and the engineer for the Town has vetted the lowest bidder. His recommendation was that the Base Bid, less Deductible Alternate No. 1, be awarded to New Castle Paving, LLC in the amount of \$11,081,400.00. The Supervisor read the recommendation letter sent from Laberge Group. The Supervisor asked the Town Clerk to read the following resolution aloud:

Resolution #2021-141

At a Regular Meeting of the Moreau Town Board, held on March 30, 2021, the following resolution was made by Councilmember Hogan and was subsequently seconded by Councilmember Noonan.

WHEREAS, BIDS FOR:

Sewer District No. 1, Extension 5
were received on March 19, 2021; and

WHEREAS, the Consulting Engineers, Laberge Engineering & Consulting Group Ltd. have submitted their report relative to their analysis of bids.

NOW, THEREFORE, BE IT RESOLVED THAT the recommendation of said Engineers be hereby accepted, approved, and adopted; and

BE IT FURTHER RESOLVED THAT:

Sewer District No. 1, Extension 5
be hereby awarded to:
New Castle Paving, LLC
1 Madison Street, Troy NY 12108

in the total Base Bid less Deductible Alternate No. 1 amount of \$ 11,081,400.00 contingent on Change Order 1, which allows the Town to add and subtract work based on the unit prices bid.

The Town Clerk also read the following Change Order aloud:

CHANGE ORDER NUMBER 1

PROJECT NUMBER: 2018107

CHANGE ORDER WORK DESCRIPTION:

1. The Owner and the Contractor agree that the Owner shall have the right to add work listed in the contract documents as Deductible Alternate No. 1 - Bluebird Terrace Mobile Home Park based on the Contractor's original unit prices bid. When added, the Owner and Contractor agree to execute a change order adding the work and the associated cost of \$520,777.00 to the contract with an adjusted interim completion date for this work. The Owner and the Contractor agree that the right to add Bluebird Terrace Mobile Home Park work will expire unless written notice is provided to the Contractor before September 23, 2021, and provided that the revised interim completion date will be no later than December 15, 2022.

2. The Owner and the Contractor agree that the Owner shall have the right to remove all work based on the Contractor's original unit prices that the contract documents show within Lamplighter Acres Mobile Home Park located at 1403 Route 9, now or formerly owned by RDDC Development Corp. (Tax ID 63.-4-2). The Owner and Contractor agree to execute a change order removing the work and the associated cost of approximately \$4 million from the contract. The Owner and the Contractor further agree that the right to remove Lamplighter Acres Mobile Home Park work will expire unless written notice is provided to the Contractor before June 4, 2021.

Asked if all in favor, the following responses were given:

A regular meeting of the Town Board of the Town of Moreau was held on March 30, 2021 in the Town of Moreau Municipal building, 351 Reynolds Road, Moreau, New York.

Councilmember Hogan	Aye
Councilmember Noonan	Aye
Councilmember Donohue	Aye
Councilmember VanTassel	Aye
Supervisor Kusnierz	Aye

The Supervisor stated that the second part of this agenda item relates to the easements. He stated that they have all the easements needed except for one, which is National Grid. He stated that the Town continues to work through the process, and they hope to get through it without having to use eminent domain. He stated that statutorily there are time frames that must accomplish certain things as they move through the process. As a result of the time frames, there is action that needs to be taken at tonight's meeting, to preserve the Town's rights.

The Town Clerk read the following resolution aloud:

WHEREAS, on January 4, 2021 the Town of Moreau Town Board conducted a public hearing with respect to the acquisition of certain real property pursuant to the Eminent Domain Procedure Law of the State of New York; and

WHEREAS, the acquisition of the certain real property is required in order to construct the improvements for Sewer District No.1, Extension No. 5; and

WHEREAS, the Town, within ninety days after the conclusion of the public hearing conducted pursuant to Section 201 of the Eminent Domain Procedure Law, is required to make its determination and findings concerning the proposed public project and shall, among other things, publish a brief synopsis of such determination and findings in at least two successive issues of the Town's official newspaper.

NOW, THEREFORE, IT IS:

RESOLVED, that the Town Board of the Town of Moreau hereby adopts the Determination and Findings associated with the acquisition of certain real property required for the construction of the improvements for Sewer District No.1, Extension No. 5; and it is further,

RESOLVED, that the Determination and Findings are attached hereto and incorporated herein by reference; and it is further,

RESOLVED, that the Town of Moreau Town Clerk is directed to have published within the Post Star in at least two successive issues of that newspaper the Determination and Findings pursuant to Section 204 of the Eminent Domain Procedure Law of the State of New York, which Determination and Findings are attached hereto and made a part hereof; and it is further

RESOLVED, that special counsel for the Town of Moreau shall serve by personal service or certified mail, return receipt requested, a notice of the brief synopsis of the Determination and Findings attached hereto and made a part hereof upon each assessment record billing owner whose real property may be acquired; and it is further

RESOLVED, that special counsel for the Town of Moreau shall comply with the further requirements set forth within Section 204(C) of the Eminent Domain Procedure Law of the State of New York with respect to the dissemination of the Determination and Findings.

Resolution #2021-142

A motion was made by Councilmember VanTassel, seconded by Councilmember Noonan and carried, to pass the foregoing resolution as read into the record by the Town Clerk.

A regular meeting of the Town Board of the Town of Moreau was held on March 30, 2021 in the Town of Moreau Municipal building, 351 Reynolds Road, Moreau, New York.

Asked if all in favor, the following responses were given:

Councilmember VanTassel	Aye
Councilmember Donohue	Aye
Councilmember Noonan	Aye
Councilmember Hogan	Aye
Supervisor Kusnierz	Aye

The Supervisor stated that they needed to pass a resolution affirming the Determinations and Findings. He asked the Town Clerk to read the Determinations and Findings aloud.

DETERMINATION AND FINDINGS

**EMINENT DOMAIN PROCEDURE LAW SECTION 204
DETERMINATION AND FINDINGS OF THE TOWN OF MOREAU**

INTRODUCTION

The Town of Moreau (“Town”) is authorized and empowered by the provisions of Section 130 (15) of the Town Law to promote the health, safety, and general welfare of the community. In furtherance of this, the Town Board may establish or extend a sewer district pursuant to Articles 12 or 12-A of the Town Law. The Town is authorized to purchase, in the manner provided by law, or by acquisition in the manner provided by the Eminent Domain Procedure Law, any lands or rights thereon, required for any public purpose under Section 64 of the Town Law. The purpose of Sewer District No. 1, Extension No. 5 (“Sewer Project”) is for the health, safety, environmental protection and economic growth of the community. The public interest will be served by the Project.

PUBLIC NOTICE

On January 4, 2021, the Town of Moreau, pursuant to Section 201 of the New York State Eminent Domain Procedure Law, held a public hearing regarding the acquisition of easements for the installation of sewer mains and other associated infrastructure required for the construction of Sewer District No.1, Extension No. 5. The Town served legal notice of the date and time of the public hearing on the property owners by certified mail, return receipt requested on December 11, 2020, by personal service, and by published notice as required by law in the Post Star Newspaper on December 11, 12, 13, 14 and 15, 2020. The affidavits of service and affidavit of publication are included in the public hearing record.

The purpose of the public hearing was to inform the public, review the public use to be served by the project and the impact on the environment and residents, and to hear comments from the public pertaining to the Eminent Domain Procedure Law for Sewer District 1, Extension. 5.

Based on the information obtained by the Town, comments at the public hearing, record material furnished at the public hearing, which are all incorporated herein by reference, the Town adopts the Determination and Findings as follows:

PUBLIC USE, BENEFIT OR PURPOSE TO BE SERVED BY THE PROPOSED PUBLIC PROJECT

The Town of Moreau is authorized and empowered by the provisions of Section 130 (15) of the Town Law to promote the health, safety, and general welfare of the community. In furtherance of this statutory mandate, the Town Board may establish or extend a sewer district pursuant to Articles 12 or 12-A of the Town Law.

A regular meeting of the Town Board of the Town of Moreau was held on March 30, 2021 in the Town of Moreau Municipal building, 351 Reynolds Road, Moreau, New York.

On April 30, 2019, the Town of Moreau resolved and determined that the public interest would be served by the establishment of Sewer District No. 1, Extension No. 5 (“Sewer Project”), that the project was approved, that the improvements be constructed, and that the necessary easements and lands be acquired for the project.

The installation of sewer mains and other associated infrastructure is for public use and is a necessary component for the sewer district extension.

The proposed Sewer Project is for the betterment of the public. The purpose of the improvement is to enhance sewage conveyance within Sewer District No. 1, Extension No. 5, promote the health and general welfare of the public, protect the environment, and promote economic growth within the Town.

APPROXIMATE LOCATION FOR THE PROPOSED PUBLIC PROJECT AND THE REASONS FOR THE SELECTION OF THIS LOCATION

The public project will involve the construction of a low-pressure sewer system which includes a pump station, sewer service connections and sewer main. The locations of the public project are located along the Route 9 corridor, north of the Adirondack Northway (I-87) Exit 17 to approximately 1,500 feet south of Butler Road within the Town of Moreau.

In addition, certain sewer mains and other associated infrastructure need to be installed on various parcels of real property owned by private citizens; the proposed project requires the acquisition of both construction and permanent easements on approximately 70 parcels. The Town has obtained easements for 68 parcels. The owners of the subject parcels (“Subject Property”) from whom consent has not been obtained for the construction and permanent easements are set forth below by address and section/block and lot numbers:

2-68 Butler Road 63.-4-1.11

1535-1541 Route 9 63.-1-14.1

The real properties sought to be acquired for the construction and permanent easements represent the minimal amount of real property required for this public improvement project. The location of the Sewer Project has been determined by the Town to be the most cost-effective long-term solution and is based upon sound and accepted engineering principles.

GENERAL EFFECT OF THE PROPOSED PROJECT ON THE ENVIRONMENT AND RESIDENTS OF THE LOCALITY

The proposed project will not have a negative impact on the environment and the residents of the locality. The Town has previously issued a negative declaration in connection with the creation of Sewer District No. 1, Extension No. 5 and hereby incorporates its determination herein by reference. There will be no negative general effect on the environment with the acquisition of the parcels by eminent domain.

OTHER FACTORS CONSIDERED RELEVANT

Following a public hearing on June 26, 2018, the Town Board approved the creation of the Sewer District No. 1, Extension No. 5. The approval was granted subject to costs not exceeding \$16 million and contingent on landowner approval and subject to approval by the Office of the State Comptroller. Voter approval was obtained on August 26, 2018, by a public referendum, and Office of State Comptroller approval was granted on April 9, 2019.

Furthermore, the Town’s decision to construct a low-pressure sewer system minimizes the trench depth necessary for the installation of the underground pipes and allows the option to use trenchless methods. This method limits the surface disruption and eliminates the need for extensive restoration of the real property.

A regular meeting of the Town Board of the Town of Moreau was held on March 30, 2021 in the Town of Moreau Municipal building, 351 Reynolds Road, Moreau, New York.

CONCLUSION

The Town of Moreau finds that there is a public use, benefit, and purpose for the acquisition of the Subject Property and determines to proceed with acquisition pursuant to the EDPL. Copies of the Determination and Findings are available without cost upon written request to: Town Clerk, Town of Moreau, 351 Reynolds Road, Moreau, New York 12828.

TOWN OF MOREAU TOWN BOARD

Dated: March 30, 2021
Moreau, New York

The Supervisor clarified for the public, that EDPL stands for Eminent Domain Procedure Law.

Resolution #2021-143

A motion was made by Councilmember Hogan, seconded by Councilmember Noonan and carried, affirming the Determinations and Findings as read into the record by the Town Clerk.

Asked if all in favor, the following responses were given:

Councilmember VanTassel	Aye
Councilmember Donohue	Aye
Councilmember Noonan	Aye
Councilmember Hogan	Aye
Supervisor Kusnierz	Aye

SUPERVISOR’S ITEMS

The Supervisor stated that the Saratoga County Board of Supervisors approved a resolution at their last Board meeting this month, authorizing each Town in the County to receive \$2,500.00 for Veteran’s Services of any kind. He stated that he had reached out to the Post Commander to make her aware of this. She’s meeting with her Board early in April to discuss how they would best like to spend the money. They’ll make a recommendation to the Town and then the Town will act on it.

The Supervisor stated that he had received a call from Laberge Group regarding an application for funding for the Northern Border Regional Commission State Economic Infrastructure and Development Investment Program, in relation to the Town’s sewer project. He stated that the Town was not successful in the request. He stated that the Laberge Group has offered to reapply for the Town at no cost. There were no objections.

The Supervisor gave an update on sales tax. He stated that he had just received the 1st quarterly report for 2021. Countywide, sales tax revenue is down 1.44%. The Town of Moreau’s share dropped 2.35% for the same period. Last year the Town had received \$227,298.00 in the first quarter and this year the real number is \$221,954.00. He stated that this is important because we fund our Fire Protection, Highway and other government services with these funds. He stated that it wasn’t as bad as it could be but still not back to where it once was.

The Supervisor stated that the Town Board had authorized the funding of the South Glens Falls Fire Company for 2021 in the amount of \$526,629.00. He stated that they came in and signed the contract on March 23rd. He stated that they were awaiting some insurance documents and have since received them. He stated that the check is ready for what the contract specifies, in the amount of \$273,314.50. They’ll receive another 25% of the contract on May 15th in the amount of \$136,657.25. The remaining 25% will be paid to them on September 15th. The Supervisor stated that he appreciated the Fire Company working with the Town.

A regular meeting of the Town Board of the Town of Moreau was held on March 30, 2021 in the Town of Moreau Municipal building, 351 Reynolds Road, Moreau, New York.

The Supervisor stated that the County Clerk is once again conducting a Yellow Ribbon Day Donation drive. He stated that the drive benefits Blue Star Mothers. The Saratoga County Clerk's office has partnered with the Chamber of Commerce, its Veterans Business Council, and Hannaford stores in Saratoga County to have collection boxes at each participating store. A drive-thru donation collection at the Town of Halfmoon Veterans Memorial Park will be held on April 9, 2021 from 9:00 a.m. to 11:00 a.m.

There will also be a brief ceremony to be held at 11:00 a.m. following the donation drive. The public is encouraged to visit their local participating Hannaford store or attend the drive thru. He stated that this is a very worthy event. He stated that the freedom boxes that are put together are deployed to troops overseas.

The Supervisor received correspondence from Dan Albert, coordinating the South High Marathon Dance. He thanked the Town Board on behalf of the Dance and expressed appreciation for their continued support of the South High Marathon Dance. He thanked the Town for considering their request to conduct a walk-a-ton, however, they selected an alternative option. The event will be held the last Friday in April at the Great Escape.

COMMITTEE REPORTS

The Supervisor stated that the Personnel Committee had met and have a recommendation for a salary change. Councilmember VanTassel stated that they were approached by Jennifer Miller (Court Clerk), requesting a salary increase. He stated that she had another job offer with significantly more money. Councilmember VanTassel went on to say that she was a solid employee who was looked upon highly by her peers and her Supervisors. He stated that the State also holds her in high regard and uses her in other towns to help sort out their problems. They made an offer to her that was significantly less than what she was offered.

Resolution #2021-144

A motion was made by Councilmember VanTassel, seconded by Councilmember Donohue and carried, to offer Jennifer Miller an adjustment to her salary in the amount of \$38,893.00, effective April 5, 2021.

Councilmember Noonan agreed and fully supported the move.

The Supervisor thanked the Personnel Committee for taking the time to meet with her.

Asked if all in favor, the following responses were given:

Councilmember VanTassel	Aye
Councilmember Donohue	Aye
Councilmember Noonan	Aye
Councilmember Hogan	Aye
Supervisor Kusnierz	Aye

Councilmember VanTassel spoke on behalf of the Technology Committee. He stated that the Town entered into an agreement with Spectrum to add additional services as well as doing a consolidation of telecom and internet services. They'll be installing circuits for many locations in early April and then in June will be installing the fiber at the Town Hall. He stated that it's all moving as planned. Once the circuits are done, they'll most likely see the wireless internet connection between the Highway and Transfer Station come on-line.

Councilmember Hogan reported that the fire alarm system has a bad mother board and will need to be replaced. Pete Olesheski has reached out to a couple of alarm companies and has received some quotes. Councilmember Hogan stated that he has just received them himself and hasn't had time to share them but will.

Councilmember Hogan stated that he and Councilmember Donohue feel they should be looking for a full-time Transfer Station manager for the Transfer Station. He stated that they'll need to see if the County has a Civil Service list for that position. The Supervisor stated that the County won't provide the information until the position has been created by the Town.

Resolution #2021-145

A regular meeting of the Town Board of the Town of Moreau was held on March 30, 2021 in the Town of Moreau Municipal building, 351 Reynolds Road, Moreau, New York.

A motion was made by Councilmember Hogan, seconded by Councilmember Donohue and carried, to create a Transfer Station Manager position.

Asked if all in favor, the following responses were given:

Councilmember VanTassel	Aye
Councilmember Donohue	Aye
Councilmember Noonan	Aye
Councilmember Hogan	Aye
Supervisor Kusnierz	Aye

Councilmember VanTassel stated that he worked with the Recreation Leader regarding pavilion usage and the direction he was given was to move forward as though everything was back to normal, with verbiage that allows the Town to cancel.

The Supervisor stated that he had intended to open the Town Hall to the public on March 22nd, however, the numbers started to rise again, and he had to reconsider. He did say that the Town is open for appointments. He's hoping to open sometime in April.

Councilmember Donohue stated that he had looked over the Building Department fee schedule. He stated that none of the other towns were lower than the Town of Moreau. He came up with suggestions to the fee schedule and will share them with the Town Board. He also stated that the Building Inspector was able to obtain three quotes for a plotter printer and he'll get them to the Town Board as well.

The Supervisor stated that it's critical that they revamp the Building Department fees.

Councilmember Noonan stated that he and Councilmember VanTassel spoke and talked about looking at the names again on the list for Code Enforcement Officer. He stated that he reached out to one individual to try and set up an appointment for a phone interview. He's waiting to hear back from him.

Councilmember Donohue stated that they need to focus on a full-time person for the Building Department. Councilmember VanTassel stated that they had only budgeted for a part-time person and felt they only needed a part-time Code Enforcement Officer, with a long-term initiative of hiring another full-time person.

In closing, the Supervisor commented that in getting to the point of actually awarding the sewer contract tonight, it took a lot of effort on the part of a lot of great people. He stated that he couldn't say enough about the team that the Town assembled to move this project forward. Between Special Counsel, William Ryan, our Town Attorney, Karla Buettner, Don Rhodes, Project Manager and Ron Laberge from Laberge Group. He stated that it was a phenomenal team and we wouldn't have been successful in getting this product delivered to our residents at the cost that it is, if this team weren't put together. He thanked them all on behalf of the Town Board and the residents, particularly those in the sewer district, for getting us to tonight.

A motion was made by Councilmember VanTassel, seconded by Councilmember Noonan and carried, to close the meeting for the evening at 8:39 p.m.

A regular meeting of the Town Board of the Town of Moreau was held on March 30, 2021 in the Town of Moreau Municipal building, 351 Reynolds Road, Moreau, New York.

Asked if all in favor, the following responses were given:

Councilmember VanTassel	Aye
Councilmember Donohue	Aye
Councilmember Noonan	Aye
Councilmember Hogan	Aye
Supervisor Kusnierz	Aye

Meeting adjourned.

Respectfully submitted,

Leeann McCabe
Town Clerk

A regular meeting of the Town Board of the Town of Moreau was held on March 30, 2021 in the Town of Moreau Municipal building, 351 Reynolds Road, Moreau, New York.

EXHIBIT A

Public Employer Health Emergency Plan for Town of Moreau

March 30, 2021

This plan has been developed in accordance with NYS legislation S8617B/A10832.

A regular meeting of the Town Board of the Town of Moreau was held on March 30, 2021 in the Town of Moreau Municipal building, 351 Reynolds Road, Moreau, New York.

Promulgation

This plan has been developed in accordance with the amended New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable.

This plan has been developed with the input of the Civil Service Employees Association, Inc. (CSEA) Local1000, as required by the amended New York State Labor Law.

No content of this plan is intended to impede, infringe, diminish, or impair the rights of us or our valued employees under any law, rule, regulation, or collectively negotiated agreement, or the rights and benefits which accrue to employees through collective bargaining agreements, or otherwise diminish the integrity of the existing collective bargaining relationship.

This plan has been approved in accordance with requirements applicable to the agency, jurisdiction, authority, or district, as represented by the signature of the authorized individual below.

The Town reserves the right to modify the plan as necessary, with notification to the respective collective bargaining unions.

--

As the authorized official of the Town of Moreau I hereby attest that this plan has been developed, approved, and placed in full effect in accordance with S8617B/A10832 which amends New York State Labor Law section 27-c to address public health emergency planning requirements.

Signed on this day: date

By: name of signatory

Signature:

Title: title of signatory

A regular meeting of the Town Board of the Town of Moreau was held on March 30, 2021 in the Town of Moreau Municipal building, 351 Reynolds Road, Moreau, New York.

Record of Changes

Date of Change	Description of Change	Implemented by

A regular meeting of the Town Board of the Town of Moreau was held on March 30, 2021 in the Town of Moreau Municipal building, 351 Reynolds Road, Moreau, New York.

Table of Contents

Promulgation	98
Record of Changes	99
Purpose, Scope, Situation Overview, and Assumptions	101
Purpose	101
Scope	101
Situation Overview	101
Planning Assumptions	101
Concept of Operations	102
Mission Essential Functions	102
Essential Positions	104
Reducing Risk Through Remote Work and Staggered Shifts	104
Remote Work Protocols	104
Staggered Shifts	105
Identification of Positions with Staggered Work Hours and Approval Process	105
Personal Protective Equipment	106
Identification of PPE Based on Job Duties	106
Procurement of PPE	106
Storage of PPE	106
Cleaning Supplies	107
Staff Exposures, Cleaning, and Disinfection	107
Staff Exposures	107
Cleaning and Disinfecting	107
Employee and Contractor Leave	107
Documentation of Work Hours and Locations	107
Housing for Essential Employees	108

A regular meeting of the Town Board of the Town of Moreau was held on March 30, 2021 in the Town of Moreau Municipal building, 351 Reynolds Road, Moreau, New York.

Purpose, Scope, Situation Overview, and Assumptions

Purpose

This plan has been developed in accordance with the amended New York State Labor Law section 27-c. These laws were amended by the passing of legislation S8617B/A10832 signed by the Governor of New York State on September 7, 2020 and require public employers to adopt a plan for operations in the event of a declared public health emergency involving a communicable disease. The plan includes the identification of essential positions, facilitation of remote work for non-essential positions, provision of personal protective equipment, and protocols for supporting contact tracing.

Scope

This plan was developed exclusively for and is applicable to Town of Moreau (“the Town”). This plan is pertinent to a declared public health emergency in the State of New York which may impact our operations; and it is in the interest of the safety of our employees and contractors, and the continuity of our operations that we have promulgated this plan. The scope of this plan is based on a Federal, State, or local public health department mandated shutdown of the Town buildings, grounds, and facilities.

Situation Overview

The health and safety of our employees and contractors is crucial to maintaining our mission essential operations. We encourage all employees and contractors to use [CDC Guidance for Keeping Workplaces, Schools, Homes, and Commercial Establishments Safe](#). The fundamentals of reducing the spread of infection include:

- Using hand sanitizer and washing hands with soap and water frequently, including:
 - After using the restroom
 - After returning from a public outing
 - After touching/disposing of garbage
 - After using public computers, touching public tables, and countertops, etc.
- Practice social distancing when possible
- If you are feeling ill or have a fever, notify your supervisor immediately and go home
- If you start to experience coughing or sneezing, step away from people and food, cough or sneeze into the crook of your arm or a tissue, the latter of which should be disposed of immediately
- Clean and disinfect workstations at the beginning, middle, and end of each shift
- Other guidance, which may be published by the CDC, the State Department of Health, or County health officials.

Planning Assumptions

This plan was developed based on information, best practices, and guidance available as of the date of publication. The following assumptions have been made in the development of this plan:

- The health and safety of our employees and contractors, and their families, is of utmost importance
- The circumstances of a public health emergency may directly impact our own operations.

Impacts of a public health emergency will take time for us to respond to, with appropriate safety measures put into place and adjustments made to operations to maximize safety

A regular meeting of the Town Board of the Town of Moreau was held on March 30, 2021 in the Town of Moreau Municipal building, 351 Reynolds Road, Moreau, New York.

- The public and our constituency expects us to maintain a level of mission essential operations
- Resource support from other jurisdictions may be limited based upon the level of impact the public health emergency has upon them
- Supply chains, particularly those for personal protective equipment (PPE) and cleaning supplies, may be heavily impacted, resulting in considerable delays in procurement
- The operations of other entities, including the private sector (vendors, contractors, etc.), non-profit organizations, and other governmental agencies and services may also be impacted due to the public health emergency, causing delays or other disruptions in their services
- Emergency measures and operational changes may need to be adjusted based upon the specific circumstances and impacts of the public health emergency, as well as guidance and direction from public health officials and the governor

Concept of Operations

The Supervisor of the Town of Moreau, their designee, or their successor holds the authority to execute and direct the implementation of this plan. Implementation, monitoring of operations, and adjustments to plan implementation may be supported by additional personnel, at the discretion of the Supervisor.

Upon the Town Board's approval of this plan, all employees with town-provided e-mail addresses will receive an e-mail directing them to the plan's location on the Town's website. Employees without town-provided e-mail addresses will be directed by their Department Heads to the plan's location on the Town's website. All contractors of the Town shall be notified by their Town contact and directed to the plan's location on the Town's website, with additional information and updates provided on a regular basis. The general public and the South Glens Falls Central School District will be notified of pertinent operational changes by way of postings on the front door of Town Hall as well as the Town's website. In addition, Town employees will be given information to be provided when the general public calls into Town facilities

The Supervisor, their designee, or their successor will maintain awareness of information, direction, and guidance from public health officials and the Governor's office, directing the implementation of changes as necessary.

Upon resolution of the public health emergency, the Supervisor, their designee, or their successor will direct the resumption of normal operations or operations with modifications as necessary.

Mission Essential Functions

When confronting events that disrupt normal operations the Town is committed to ensuring that essential functions will be continued even under the most challenging circumstances.

Essential functions are those functions that enable an organization to:

1. Maintain the safety of employees, contractors, and our constituency
2. Provide vital services
3. Provide services required by law
4. Sustain quality operations
5. Uphold the core values of the Town

The Town has identified as critical only those functions that are required or are necessary to provide vital services. During activation of this plan, all other activities may be suspended to enable the organization to concentrate on providing the critical functions and building the internal capabilities

A regular meeting of the Town Board of the Town of Moreau was held on March 30, 2021 in the Town of Moreau Municipal building, 351 Reynolds Road, Moreau, New York.

necessary to increase and eventually restore operations. Appropriate communications with employees, contractors, our constituents, and other stakeholders will be an ongoing priority.

The mission essential functions for the Town have been identified as follows:

Essential Function	Description
Supervisor	The Supervisor’s Office ensures the oversight and management of the functions performed by employees to ensure the continuation of regular business operations, human resource management operations, and related operations, along with the day-to-day business of the Town.
Highway	The Highways Department ensures that personnel and equipment necessary for the maintenance of the roads within the Town for public safety are properly used, maintained, and stored.
Building and Grounds/Recreation	The Building and Grounds/Recreation department ensures that the Town buildings and grounds are properly maintained, regularly cleaned, and disinfected as necessary to ensure the safety of all essential employees, contractors and visitors. The Recreation Department additionally maintains all recreational land, including public parks, beaches and trails.
Water/Sewer	Provides essential water and sewer services to Town and Village residents and businesses
Transfer Station	The Transfer Station acts as the processing site for waste and recycling in the Town.
Town Clerk	The Town Clerk’s Office is responsible for maintaining all records of the town, collect the water/sewer rents, property and school taxes, issue licenses, postings, notices and general town business.
Building/Planning	The Building and Planning Department ensures that new construction and building modifications are built in a manner which promotes public safety and preserves the vision of the Town. In addition, the Department is responsible for health and safety violations and inspections, as well as code compliance.
Assessor	The Assessment Office is responsible for the assessment of all real property within the Town and Village of South Glens Falls.
Town Court	Legal services

It is important to note that Town Court is a vital component of town government, with Town Court functions budgeted and supported by the Town Board and Town Supervisor. However, we recognize that the New York State Office of Court Administration holds dominion over Town Courts and, as such, may issue orders which suspend or alter the hours of operation or means by which Town Courts operate which may not fully align with this plan or other measures taken by the Town Board or Town

A regular meeting of the Town Board of the Town of Moreau was held on March 30, 2021 in the Town of Moreau Municipal building, 351 Reynolds Road, Moreau, New York.

Supervisor. As such, the Town Board, Town Supervisor, and Town Clerk will coordinate as necessary with Town Court personnel to ensure safe and effective continuity of Town Court.

Essential Positions

Each essential function identified above requires certain positions on-site to effectively operate. The table below identifies the positions or titles that are essential to be staffed on-site for the continued operation of each essential function. Note that while some functions and associated personnel may be essential, some of these can be conducted remotely and do not need to be identified in this section

Essential Function	Essential Positions/Titles	Justification for Each
Supervisor	<ul style="list-style-type: none"> Supervisor 	Management and Operation of Town
Highway	<ul style="list-style-type: none"> Superintendent MEOs Laborers 	Public Safety
Building and Grounds/Recreation	<ul style="list-style-type: none"> Recreation Director Laborers 	Public Safety
Water/Sewer	<ul style="list-style-type: none"> Superintendent Laborer 	Public Safety
Transfer Station	<ul style="list-style-type: none"> Booth Attendant Laborer 	Sanitation and Public Safety
Town Clerk	<ul style="list-style-type: none"> Town Clerk 	
Building/Planning	<ul style="list-style-type: none"> Building Inspector/Code Enforcement Officer Zoning Administrator 	Public Safety, Code Compliance
Assessor	<ul style="list-style-type: none"> Assessor 	
Town Court	<ul style="list-style-type: none"> Town Justices, in accordance with NYS Office of Court Administration guidance Town Court Clerks, in accordance with NYS Office of Court Administration 	Maintain and process court docket, including traffic tickets, criminal matters, small claims, and local code violations. Receives fines and fees.

Reducing Risk Through Remote Work and Staggered Shifts

Through assigning certain staff to work remotely and by staggering work shifts, we can decrease crowding and density at work sites and on public transportation.

Remote Work Protocols

Non-essential employees and contractors able to accomplish their functions remotely will be enabled to do so at the greatest extent possible. Working remotely requires:

A regular meeting of the Town Board of the Town of Moreau was held on March 30, 2021 in the Town of Moreau Municipal building, 351 Reynolds Road, Moreau, New York.

1. Identification of staff who will work remotely will be done by the Supervisor and Town Board. The list below identifies the positions that are non-essential and able to be staffed remotely, as necessary, to ensure continuity of operations while maintaining compliance with Federal, State and/or local regulations and/or laws:

Deputy Town Clerk
Principal Account Clerk
Billing Coordinator
Confidential Secretary
Building Department Clerk
Senior Assessment Clerk
Court Clerk

2. Approval and assignment of remote work will be made by the Department Head, with the final determination to be communicated to the Town Supervisor to ensure employee time and attendance is tracked accurately.
3. Equipping staff for remote work will be managed by the Department Head and the current IT consultant, and which may include:
 - a. Internet capable laptop
 - b. Necessary peripherals
 - c. Access to VPN and/or secure network drives
 - d. Access to software and databases necessary to perform their duties
 - e. A solution for telephone communications

Staggered Shifts

Implementing staggered shifts may be possible for personnel performing duties that are necessary to be performed on-site but perhaps less sensitive to being accomplished only within core business hours. As possible, management will identify opportunities for staff to work outside core business hours as a strategy of limiting exposure. Regardless of changes in start and end times of shifts the Town will ensure that employees are provided with their typical or contracted minimum work hours per week. Staggering shifts requires:

1. Identification of positions for which work hours will be staggered
2. Approval and assignment of changed work hours.

Identification of Positions with Staggered Work Hours and Approval Process

Certain employees may be assigned to staggered shifts to ensure job duties and responsibilities are able to be fulfilled safely and/or to meet business needs. The identity of which essential workers can work staggered shifts and the details of the staggering will be determined by the Supervisor and the Town Board.

The assignment of changed work hours must be prepared by the Department Heads and approved by the Supervisor. Factors such as staffing levels, the ability to provide for adequate physical distancing, and ways to improve efficiency and/or effectiveness will be considered in the decision-making process.

A regular meeting of the Town Board of the Town of Moreau was held on March 30, 2021 in the Town of Moreau Municipal building, 351 Reynolds Road, Moreau, New York.

Personal Protective Equipment

The use of personal protective equipment (PPE) to reduce the spread of infectious disease is important to supporting the health and safety of our employees and contractors. PPE which may be needed can include:

- Masks
- Gloves

Note that while cleaning supplies are not PPE, there is a related need for cleaning supplies used to sanitize surfaces, as well as hand soap and hand sanitizer. As such, we are including these supplies in this section as they are pertinent to protecting the health and safety of our employees and contractors.

Protocols for providing PPE include the following:

1. Identification of need for PPE based upon job duties and work location
2. Procurement of PPE
 - a. As specified in the amended law, public employers must be able to provide at least two pieces of each required type of PPE to each essential employee and contractor during any given work shift for at least six months
 - b. Public employers must be able to mitigate supply chain disruptions to meet this requirement
3. Storage of, access to, and monitoring of PPE stock
 - a. PPE must be stored in a manner which will prevent degradation
 - b. Employees and contractors must have immediate access to PPE in the event of an emergency
 - c. The supply of PPE must be monitored to ensure integrity and to track usage rates

Identification of PPE Based on Job Duties

The need for PPE is required for all identified essential employees.

Procurement of PPE

The Town will have sufficient PPE to provide at least two pieces per employee per day with a six-month supply. The Supervisor's Office will maintain the PPE and supply it to the Department Heads for distribution to their employees throughout the continuation of this plan. The Supervisor's Office and Department Heads will keep track of the inventory on a regular basis. When inventory gets low (defined as having less than two pieces of each required type of PPE to each essential employee and contractor during any given work shift for at least six months), the Department Heads will notify the Supervisor's Office who will contact one or more of the vendors on the Town's approved suppliers list to procure the necessary PPE. The Town will maintain and periodically updates the supplier list in an effort to mitigate supply chain disruptions. For unforeseen supply disruptions or shortages, the Town will work with the Saratoga County Public Health Department for assistance.

Storage of PPE

The PPE will be stored in accordance with the manufacturer's guidelines in order to prevent degradation. In the event of an emergency, Department Heads are to collect necessary PPE from the

A regular meeting of the Town Board of the Town of Moreau was held on March 30, 2021 in the Town of Moreau Municipal building, 351 Reynolds Road, Moreau, New York.

Supervisor's Office. Each Department Head is responsible for ensuring PPE is properly used and adequately supplied to pertinent employees.

Cleaning Supplies

Cleaning supplies will be purchased on the needs of Department Heads and Buildings and Grounds.

Staff Exposures, Cleaning, and Disinfection

Staff Exposures

The Town will follow established protocols when employee exposure situations occur. If staff is exposed to a known case of a communicable disease which is part of a public health emergency, the employee must notify his/her Department Head immediately, who must thereafter immediately notify the Supervisor. Given the nuances or complexities associated with potential exposures, close contacts, symptomatic persons, and those testing positive, the Town will follow CDC/public health recommendations and requirements and will coordinate with Saratoga County Public Health Department for additional guidance and support as needed. Exposure protocols will be updated as necessary and/or required and will be communicated to employees and contractors and posted on the Town's website.

Cleaning and Disinfecting

The Town will follow CDC and public health guidelines for best practices in the cleaning and disinfection of surfaces/areas. Present guidance for routine cleaning during a public health emergency includes, but is not limited to, frequently cleaning high traffic and high touch areas; cleaning areas with soap and water prior to disinfecting surfaces with products that meet EPA criteria; providing cleaning staff with appropriate PPE; and following instructions of cleaning products to ensure safe and effective use. The cleaning staff of each town location is responsible for cleaning and disinfecting common areas. In addition, Buildings and Grounds will ensure that common areas are disinfected when cleaning staff is unavailable. The frequency of cleaning and disinfecting common areas is dependent on the frequency of staff and the level of exposure in the County but will be performed at Town Hall at least once before each working day.

Employee and Contractor Leave

Unless required by Federal, State or local law. The Town will follow the leave provisions of the respective collective bargaining agreements and/or the leave provisions in the employee handbooks for non-bargaining unit employees.

Documentation of Work Hours and Locations

In a public health emergency, it may be necessary to document work hours and locations of each employee and contractor to support contact tracing efforts. Employees will continue using their regular timekeeping systems. If the employee uses a physical timesheet to record their work hours, he/she may submit the timesheet electronically, with a signature still attached. All contractors and visitors will sign in and out of Town buildings and locations to facilitate contact tracing. The Supervisor's Office shall be responsible for the management and handling of this information, which will be in paper and electronic form. This information may be used by the Town, New York State Department of Health and Saratoga County Public Health Department to support contact tracing within the organization and may be shared with State and/or local public health officials.

A regular meeting of the Town Board of the Town of Moreau was held on March 30, 2021 in the Town of Moreau Municipal building, 351 Reynolds Road, Moreau, New York.

Housing for Essential Employees

There are circumstances within a public health emergency when it may be prudent to have essential employees lodged in such a manner which will help prevent the spread of the subject communicable disease to protect these employees from potential exposures, thus helping to ensure their health and safety and the continuity of the Town's essential operations. If such need arises, the Town has the capability to house essential employees on site. The Supervisor's Office shall be responsible for obtaining any equipment necessary for housing employees on site. There is a kitchenette in Town Hall for basic cooking and reheating, and food can be delivered. If the Town is unable to meet the need, the Town will coordinate with the Saratoga County Health Department to help identify and arrange for alternate housing.