

Town of Lincoln
6886 Tuttle Road, Canastota, NY 13032
Town Board Meeting

March 17, 2020

Call to order time: 8:00pm

Pledge of Allegiance

Members Present: Supervisor Yvonne Nirelli, Councilmember Melissa During, Councilmember Jayne Black, Councilmember Doug Holdridge

Member Apologies: Councilmember Russell Blanchard

Others in Attendance: Town Clerk, Amy Becker, Planning Board, Mat Spendley, Doug Eddy, HWS, Tony Domenicone, Codes, Larry Cesario, Attorney, Jim Stokes

Attendance via Teleconference: Pam Maxwell, Deputy Town Clerk

Supervisor Nirelli welcomed everyone tonight

RESOLUTION #36-2020: Councilmember Doug Holdridge made a motion to accept the Minutes from March 11, 2020

Councilmember Jayne Black seconded the motion.

Carried unanimously.

Supervisor Yvonne Nirelli asked for a moment of silence for our departed past Judge, Herbert Kissel and sent condolences out to his wife Terri and his family.

Supervisor Nirelli read the Town of Lincoln's Continuance of Operations Plans by Department.

Town of Lincoln

- **What are the essential functions of your department?**

Maintaining legislative process, overseeing town designated essential functions, authorizing payment of claims, authorizing contracts and ongoing business of township.

- For each essential function, who can carry out the necessary tasks?

Supervisor Nirelli, Deputy Supervisor During, Town Clerk Becker, Bookkeeper Gustin

Town Attorney – Jim Stokes

- **Essential functions of the department:**

To provide legal advice to all departments. Manage and advise of public hearing March 23rd.

Town Clerk

- **Essential Functions of the department:**

Maintain hours of town hall, adhere to social distancing protocol. Process necessary township paperwork for dog/building/registrar

Courts

- **Emergency rule and guidelines by OSC of NY Courts / Josh Shapiro**

Emergency Management – As provided by Madison County

- **Essential Functions of the department:**

Ensure the safety and security of residents before, during and after any emergency situation to include emergency planning and response and to provide emergency support to other county department and emergency services and needed/situation.

- **For Each essential function, who can carry out the necessary tasks?**

Fire Coordinator

EMS Coordinator

EM Planner

EM Director

Finance/Payroll – D’Arcangelo, Supervisor Nirelli & Joyce Gustin

- **Essential Functions of the department:**

Payroll, payment of claims and receiving money. Processing health insurance payments. Payroll department must work onsite

Facilities/Maintenance – Larry Cesario, Codes Officer

Essential Building and Highway – Tony Domenicone, Highway Superintendent

- **Essential Functions of the department:**

Emergency road maintenance, central garage (fuel), emergency conditions

- **For each essential function, who can carry out the necessary tasks?**

MEO’s and HEO’s

Maintenance Staff

- **If this person is unavailable, who else can carry out the essential function?**

Snow Plows

Fuel

Necessary equipment upkeep

- **What policy decisions may be necessary for your department to be prepared?**

Staff and contact information for ALL during emergency. Natural weather emergencies. Snow and maintain safety of roads.

Information technology – Provided by Madison County

Public Health – Provided by Madison County

- **Essential Functions of the department:**

For COVID–19, all staff are essential, but certain program activities (e.g. inspections, rabies clinics) could be postponed or cancelled.

Purchasing – through Data Service Madison County

Code Enforcement – Larry Cesario

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- **Essential Functions of the department:**

Essential: Building permits, emergency code violations

Emergency Buildings

- **Essential Functions of the department:**

Essential: Highway building and Town Hall.

In preparation for greater county needs access and utilization of these buildings, equipment, internet and phone services connected to County and support team.

Supervisor Nirelli read a proposed resolution authorizing actions in response to NYS declaration of disaster emergency.

RESOLUTION #37-2020: Councilmember Melissa During made a motion to adopt the Resolution authorizing actions in response to NYS Declaration of Disaster Emergency

Councilmember Jayne Black seconded the motion.

Doug Holdridge asked for a modification of the resolution in regards to full time Highway employees and Supervisor Nirelli also asked for several changes in wording.

Councilmember Doug Holdridge made a motion to approve the amendments to the proposed Resolution authorizing actions in response to NYS Declaration of Disaster Emergency.

Councilmember Jayne Black seconded the motion.

Carried unanimously.

**RESOLUTION NO. 37-2020
OF THE TOWN BOARD
OF THE TOWN OF LINCOLN**

**A RESOLUTION AUTHORIZING ACTIONS IN RESPONSE TO NYS DECLARATION OF
DISASTER EMERGENCY**

WHEREAS, pursuant to Executive Order 202, as extended and expanded by Executive Orders 202.1, 202.2, 202.3 and 202.4, the Governor has declared a State disaster emergency for the entire State of New York effective through September 7, 2020, and

WHEREAS, pursuant to said Executive Orders, all local governments have been advised to take steps to limit personal interactions between employees and members of the public, and

WHEREAS, pursuant to said Executive Orders, the Governor has suspended the provisions of Article 7 of the Public Officers Law that require a public body to meet in person and allow public in-person access to such meetings provided that such meetings are held remotely by conference call or similar service, provided that the public has the ability to view or listen to such proceedings and that such meetings are recorded and later transcribed, and

WHEREAS, section 118 of the Town Law provides authority for the payment of claims in advance of audit by the Town Board, and

WHEREAS, in light of the Governor's Executive Orders and the threat to public health from the COVID-19 pandemic, this Town Board deems it prudent and appropriate to adopt certain measures with respect to the operations of the Town of Lincoln.

NOW THEREFORE BE IT RESOLVED BY THE TOWN BOARD OF THE TOWN OF LINCOLN AS FOLLOWS:

1. That, effective March 18, 2020, the Town Board authorizes and orders the closing of the Town Clerk's office to the public indefinitely subject to further determination by this Board. To the extent possible, all business between the public and the Town Clerk shall be conducted by telephone, email or regular mail or delivery service. The Town Clerk shall maintain her regular hours within the Town Hall in order to proceed with Town business, to the extent possible, by electronic means.
2. That pending further notice by this Board, all use of the Town Hall by the public shall be suspended. Parties that have reserved the building shall be offered the options of rescheduling their event or receiving a refund of any deposits paid to the Town.
3. That, as of the date of this resolution and continuing indefinitely subject to further determination by this Board, all full-time hourly employees of the Town Highway Department shall be furloughed, and shall remain on furlough subject to call in for snow removal or other tasks as determined necessary at the discretion of the Town Highway Superintendent, and in such case the employee will be required to return to work. During the furlough period, all such full time, hourly employees shall be paid for 40 hours per week at the employee's regular hourly rate, unless the employee actually works in excess of 40 hours for the week, in which case the employee shall be entitled to overtime pay as required by law.
4. That to the extent necessary to avoid imposition of late charges or other penalties, the Town Board hereby indefinitely authorizes payment in advance of audit of all claims as approved by the Town Supervisor for payment. All such claims must be presented for audit at the next meeting of the Town Board, and the claimant and the officer incurring or approving the claims shall be jointly and severally liable for any amount of any such claim that the Town Board disallows.
5. That for the period of this emergency, this Board hereby authorizes the Town Supervisor to call and conduct all Town Board meetings via telephone conference call and to incur on behalf of the Town all expenses attendant thereto. All other meetings of Town bodies such as the Planning Board and the Zoning Board of Appeals are hereby canceled until further determination by this Board, or unless the need for a meeting is presented, and the meeting, including the format thereof, is approved by the Supervisor. The Code Enforcement officer shall process, by mail or email, applications for permits, and shall also proceed with inspections of buildings currently under construction, but shall not conduct routine building inspections or other activities that require engagement with the public.

Councilmember Doug Holdridge made a motion to adopt the Resolution authorizing actions in response to NYS Declaration of Disaster Emergency as amended and stated above.

Councilmember Jayne Black seconded the motion.

Carried unanimously.

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Supervisor Nirelli stated that there will be a notice on the front door for the public hearing on March 23 at 7pm, all the access information. The meeting will be video conferenced by the Board as well.

Comments: Supervisor Nirelli asked for Mat Spendley to pass on the updates to the Planning Board.

Doug Holdridge asked who is monitoring the local businesses to be sure that they are in compliance with the State. Attorney Jim Stokes said that he will look this up and email us what he finds.

RESOLUTION #38-2020: Councilmember Melissa During made a motion to adjourn the meeting with the next meeting on April 8, 2020 at 7pm.

Councilmember Doug Holdridge seconded the motion.

Carried unanimously.

Meeting was adjourned at 8:40 pm.