

**MINUTES OF THE REGULAR MONTHLY MEETING OF  
THE TOWN BOARD OF THE TOWN OF NEW LEBANON  
HELD ON JUNE 9, 2020**

**Present:** Tistrya Houghtling, Supervisor  
Jesse Newton, Councilmember  
Norman Rasmussen, Councilmember  
Deborah Gordon, Councilmember  
John Trainor, Councilmember

**Recording Secretary:** Marsha “Marcie” Robertson, Town Clerk

**Others Present:** Hazel “Cissy” Hernandez, CEO/ZEO  
Samantha Long, Court Clerk  
Cynthia Creech, Deputy Court Clerk, CAC, ZRC  
David Farren, CAC Chair  
Steve Powers, CAC  
Peg Munves, CAC  
Robert Gilson, CAC  
Ted Salem, ZBA, ZRC Chair  
Nina Keller, Ethics Board Member  
Tammie Darcy, Tax Collector  
Ermenia Rasmussen, Business & Economic Dev. Committee  
Marc Anthonisen, Climate Smart Task Force Committee  
Michelle Bienes, SYP Director, Building Dept. Clerk, Assessor’s  
Clerk & 2<sup>nd</sup> Deputy Court Clerk  
Monte Wasch, Business & Economic Development Committee  
Chair  
Judy Zimmer, Cleaner  
Sharon Powers, Business & Economic Development Committee  
Michelle VanHorn, Reporter, *The Eastwick Press*  
Several members of the public

**CALL TO ORDER:**

The meeting was called to order at 7:06 p.m. by Supervisor Houghtling. Supervisor Houghtling noticed all that the meeting was being recorded. Supervisor Houghtling asked all in attendance of the meeting to mute their phone except for the Town Board and the Town Clerk. A moment of silence was held for George Floyd, the entire country and all the pain and suffering, the good police officers who are protecting and serving and the peaceful protesting followed by the flag salute. The meeting was held online and via phone at:

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**MINUTES:**

The minutes of the **May 12, 2020 Regular Meeting** were reviewed. A motion was made by Councilmember Rasmussen, seconded by Councilmember Gordon approved unanimously to approve the minutes as typed.

**FINANCIAL:**

***Supervisor's Report:***

Since this was an online meeting the Supervisor's Report as of May 31, 2020 was available to the public via the Town Clerk's email and the Town website and the Town Board was emailed the Supervisor's Report by Supervisor Houghtling. A motion was made by Councilmember Newton to accept the Supervisor's report as typed. The motion was seconded by Councilmember Trainor.

Roll Call Vote:

Councilmember Rasmussen -	Aye
Councilmember Gordon -	Aye
Supervisor Houghtling -	Aye
Councilmember Newton -	Aye
Councilmember Trainor -	Aye

**PRIVILEGE OF THE FLOOR:**

Supervisor Houghtling stated that she has not received any emails in advance of the Town Board meeting starting. If anyone does have anything for Privilege of the Floor to email it to her at [supervisor@townofnewlebanon.com](mailto:supervisor@townofnewlebanon.com) or text it to her at 518-505-1535 and she will read it at the second privilege of the floor at the end of the meeting.

**BUDGET AMENDMENT:**

There were no budget amendments this month.

**AUDIT OF BILLS:**

General Nos. 170 through 199, in the amount of \$56,617.01;

Highway Nos. 53 through 63, in the amount of \$59,935.49;

Escrow Nos. 6 in the amount of \$125.00;

As listed on Abstract No. 6 dated June 9, 2020.

A motion was made by Supervisor Houghtling and seconded by Councilmember Newton to pay the above noted claims from their respective accounts.

Roll Call Vote:

Councilmember Rasmussen -	Aye
Councilmember Gordon -	Aye
Supervisor Houghtling -	Aye
Councilmember Newton -	Aye
Councilmember Trainor -	Aye

### **OLD BUSINESS:**

#### ***Estimated Revenue Decreases and Expenditure Cuts:***

Supervisor Houghtling stated that every month she will be revisiting the estimated revenue decreases and expenditure cuts in case anything has changed. Supervisor Houghtling stated that we did receive two more departments submitting expenditure cuts. The Recreation Commission whose entire budget is based on things like movies in the park and other events that involve large gatherings of people, has given up their entire \$3,000 budget. The Conservation Advisory Council (CAC) has offered to remove the tablet from the Verizon account that is a monthly cost of \$40.00 for the months of June – December as well as the Birds of Prey, totaling \$880.00 from the CAC. Supervisor Houghtling stated this brings the total savings to \$125,215.00.

Supervisor Houghtling stated that we have not gotten an updated loss of revenue, it is still sitting at the 20 – 40%. As discussed at the last town board meeting if it stays at the 20%, we are in good shape. Supervisor Houghtling is of the mindset that we stay where we are for now and knowing that all department heads know that we are on a very tight budget. If revenue losses go higher then we will have to have a different conversation.

Councilmember Newton stated that at the hardware store they had the second highest grossing May on record since they reopened under Country Squire seventeen years ago. So hopefully we will see more of that throughout the rest of Columbia County.

Supervisor Houghtling stated that she thinks as businesses reopen, hopefully New Lebanon residents will get out there and support local business.

#### ***Summer Camp:***

Supervisor Houghtling stated that at last months' meeting, the town board voted to not have summer camp at the town. The Columbia County Department of Health still strongly recommends not having summer camps. They do not feel that it is safe. Supervisor Houghtling stated that what has changed is that the Governor's office did announce that on June 29<sup>th</sup>, 2020 we are allowed to have summer camp, whereas before we were not allowed to. Supervisor Houghtling stated that she did send the town board and Michelle Bienes all of the interim guidance, it is very in-depth. Supervisor Houghtling stated that she feels that it is not easily doable and has asked Michelle Bienes to comment on behalf of the summer youth program.

Councilmember Trainor stated that after reading over the safety guidelines he feels the

decision made at the last meeting should continue in force.

Councilmember Trainor stated that since Michelle will have other duties, we won't have to worry about that, but he is sorry to hear about the loss of summer childcare issue but he is worried about the kids.

Supervisor Houghtling stated that with Michelle's duties, we have so much extra work at the town hall due to all the safety requirements that there is no lack of work and Michelle will be filling in for the hours that she would have been doing at summer camp.

Councilmember Rasmussen stated that he concurs that we worry a little more about what would happen to a bunch of kids if they get sick.

Councilmember Rasmussen stated that from a budget stand point not only will we not be saving the money that we thought we could save from not having summer camp, we will be looking at an increase in cost because if Michelle is working at the camp, then we will need to pay someone to cover the door at the town hall.

Councilmember Newton stated that he knows this a really important program for a lot of the town residents but he feels we should remain closed for the health and safety of our kids.

Councilmember Gordon stated that she agreed with the other town board members, this is a much-loved program but that we should remain closed for health and safety reasons.

New Lebanon Summer Youth Camp Director, Michelle Bienes stated that she agrees with everyone's recommendation to remain closed for the season. She is not comfortable putting the health and safety of the kids at risk. With all of the safety measures in place and the social distancing it will be difficult to operate the summer youth program in these conditions.

Supervisor Houghtling stated that we do not need to take another vote on this because it was voted on last month.

***Skate Park:***

Supervisor Houghtling stated that she just wanted to update everyone, that before COVID happened we were given a free skate park and it has all been on hold. She did contact the business owner and spoke to Jesse and according to the attorney now that we are in phase II, we can get the skate park broken down and back to New Lebanon. We can review the budget later once we get a better feel on the revenue losses.

Councilmember Newton stated that he reached out to all of the volunteers that he has to help with the skate park. They are all builders and contractors, who are very busy right now that they are able to be back to work, but they all pledged some time to help. Councilmember Newton did order some materials that will be donated to build mobile units to move these pieces. Hopefully in the next eight or ten days he can get a team together to go on a weekend and breakdown and get everything outside, then get our overweight permits to move

everything to town.

Councilmember Trainor stated that if Councilmember Newton needs any help to let him know.

Supervisor Houghtling stated that Councilmember Newton mentions materials being donated. She asked if that was by Country Squire?

Councilmember Newton stated that it was correct, Country Squire donated the materials.

Supervisor Houghtling asked Councilmember Newton to please keep track of everyone who either donated materials, their time or energy she would like to make sure proper thank yous are done.

***Water Testing Status:***

Supervisor Houghtling stated this is an update. DEC and the Department of Health have completed testing on private wells. They messed up with some of the samples and had to go back and retest so we are looking at about three to four weeks before we have results.

Supervisor Houghtling stated that DEC and the Department of Health cannot share these results with us, they are confidential.

Supervisor Houghtling thanked Peg Munves, she tracked down phone numbers of everyone that was on DEC's list for testing. Supervisor Houghtling stated that she did reach out to everyone and almost everyone is going to share their results with the town.

Supervisor Houghtling stated that she wanted to recognize that Paul Rix and Peg Munves have taken on the water PFOA issue as kind of a sub-committee of the CAC. They have done a lot of work researching the landfill and researching the files. Supervisor Houghtling stated that once we figure out the PFOA at risk issue we have to talk about closing the landfill. We received \$625,000 from the County when Mike Benson was the Supervisor, it has been sitting in our bank account. Supervisor Houghtling stated that was the county's share that was agreed upon. There are a lot of people that feel that wasn't a fair amount, that the county should be paying more but it is a done deal. The town accepted the contract and the money.

***Letter of Interest for Business & Economic Development Committee:***

Supervisor Houghtling stated that we have three more people who have submitted letters of interest to join the committee from Shawna Fitzsimmons, Cynthia Creech and Josh Young.

Councilmember Trainor asked if there is going to be any limit on the numbers allowed to join the committee.

Supervisor Houghtling stated that they discussed in the beginning letting as many people as want join the committee because there are many different sub-committees and a huge list of projects.

A motion was made by Supervisor Houghtling and seconded by Councilmember Trainor to add all three new members to the committee.

Roll Call Vote:

Councilmember Rasmussen -	Aye
Councilmember Gordon -	Aye
Supervisor Houghtling -	Aye
Councilmember Newton -	Aye
Councilmember Trainor -	Aye

***Reschedule the Public Hearing for Proposed LL #1 of 2020:***

Supervisor Houghtling stated that we had a public hearing scheduled right when COVID happened and we need to re-schedule it. Supervisor Houghtling stated that public hearings are different than a regular town board meeting, you want the public present. Supervisor Houghtling stated that we are going to have to follow all safety guidelines and health screenings. Supervisor Houghtling stated that she did check with the Town Attorney regarding some town board members and members of the public not being comfortable coming to a public hearing in person but want to participate. We can be in the town hall and set up a computer for those that don't want to participate in person. We will be accepting emails for comments for the public who are not comfortable coming in person that would like to be on the record and be heard.

A motion was made by Supervisor Houghtling and seconded by Councilmember Gordon to schedule a Public Hearing for Proposed Local Law #1 of 2020 for Tuesday, July 14<sup>th</sup>, 2020 at 6:30 PM.

Roll Call Vote:

Councilmember Rasmussen -	Aye
Councilmember Gordon -	Aye
Supervisor Houghtling -	Aye
Councilmember Newton -	Aye
Councilmember Trainor -	Aye

**NEW BUSINESS:**

***Adoption of Safety Plan and NYS Affirmation:***

Supervisor Houghtling stated this is a beast of a document and thanked Bob Gilson, Councilmember Gordon and Michelle Bienes for being on a committee to help come up with this plan. She also thanked Attorney Tingley for his help.

Supervisor Houghtling stated that she did run the safety plan by the Columbia County Come Back Committee, they will review plans for free for any business. They thought our plan was very well done and encouraged us to share our plan with other town supervisors.

Supervisor Houghtling stated that on page ten, there is an actual question for the attorney

and that will be removed. If a visitor refuses to give a name or a phone number for the log, input visitor refused, but they cannot refuse the questionnaire.

Supervisor Houghtling stated that the questionnaire is three questions: Have you had a fever in the last fourteen days? Have you tested positive for COVID in the last fourteen days? Have you been exposed to anybody that you know tested positive in the last fourteen days?

Supervisor Houghtling stated that we need volunteers or town employees for some to do items on the safety plan.

- Communicate with the public (e-mail blast, website) – Town Clerk Robertson
- Training – Supervisor Houghtling
- Three question survey – Councilmember Rasmussen
- Partition, 6ft markers, door buzzer, plexiglass dividers, fans, pickup box – Councilmember Newton & Donnie Sears
- Court /meeting room chairs 6ft apart – Samantha Long
- Make signs for building – Michelle Bienes
- Hanging signs & set up sanitizing stations – Councilmember Trainor

A motion was made by Councilmember Trainor and seconded by Councilmember Gordon to adopt the safety plan (See Attachment A) as written with the edit on page ten removing the question for the attorney and authorizing the Town Supervisor to incorporate any applicable guidance from any other government agency.

Roll Call Vote:

Councilmember Rasmussen -	Aye
Councilmember Gordon -	Aye
Supervisor Houghtling -	Aye
Councilmember Newton -	Aye
Councilmember Trainor -	Aye

Supervisor Houghtling stated that the town hall will officially reopen on Monday, June 15<sup>th</sup>, 2020 in accordance with the safety plan.

***Town Board Meetings – Online vs. In Person Moving Forward:***

Supervisor Houghtling stated that she has had requests from some town board members wanting to meet in person, given the safety plan it is quite an undertaking but it is allowed. She wanted to have more discussion on the pros and cons. Supervisor Houghtling stated that her and Councilmember Newton discussed options like having a meeting in the pavilion or in the firehouse. Supervisor Houghtling stated that she definitely feels there are advantages to meeting in person. She has been pretty quarantined with her family and doesn't really want to open herself up to a room full of people but if that is what the majority of the board wants, she will go along with that. Supervisor Houghtling stated that she would also like to keep the options open for people who do not want to come out in public to still be able to attend via google meets.

Councilmember Newton stated that he would love to have regular meetings again, he hates google meets. He likes the interaction of a regular meeting. He thinks the pavilion is a good idea for spacing and for the airflow.

Councilmember Trainor stated that he would like to get back to regular meetings as well, especially after last month when he had issues participating in the meeting. He agrees with Councilmember Newton that he likes the interaction of a regular meeting and he wouldn't mind meeting in the pavilion.

Councilmember Newton stated that if we can get a PA system and microphones for the pavilion that will help with the ability to be heard.

Supervisor Houghtling stated that we already have the PA system in the court room and microphones. We will just need to come up with speakers for the pavilion.

Councilmember Rasmussen stated that because he is accustomed to participating in online video and audio conferences for many years, he is very comfortable with them but there is value in personal interaction. He is very reticent to think about an indoor meeting but whatever the board votes, it votes. He also feels that when we start having in person meetings that we also broadcast them to satisfy both interests. He would prefer the outdoor meeting over the indoor meeting.

Councilmember Newton stated that hopefully the state keeps it open so that hopefully Councilmember Rasmussen can participate via online with a laptop in his place.

Supervisor Houghtling stated that based on her conversation with the attorney a few board members can meet in person and some online. Supervisor Houghtling stated that she agrees with Councilmember Rasmussen that she would feel safer meeting via online for safety reasons.

Councilmember Rasmussen stated obviously this has been a terrible experience but hopefully we learn from it and maybe even gain a greater level of involvement by having the option to participate in person or online.

Councilmember Gordon stated that she also agrees with Councilmember Rasmussen, she feels better about an in-person meeting in the pavilion over the town hall meeting room but she would prefer to meet online.

Supervisor Houghtling stated that if we meet in person that she is also much more comfortable in the pavilion than at the town hall. She also reminded everyone that if we meet at the town hall everyone has to wear a mask for the whole meeting. Supervisor Houghtling stated that she will have to look into whether or not under the pavilion will require mask wearing.

Supervisor Houghtling asked the board if they want to vote on this now or wait until June 20<sup>th</sup> and see what the regulations are and then decide on the type of meeting that will be held.

Councilmember Rasmussen stated that he is comfortable waiting until we know what the rules are on June 20<sup>th</sup> and then make a decision as to what type of meeting will be held.

Councilmember Newton stated there is enough time to notice the public after the decision is made on June 20<sup>th</sup>.

Councilmember Trainor agreed with Councilmember Rasmussen.

Councilmember Gordon agreed with both Councilmember Rasmussen and Councilmember Trainor.

Councilmember Rasmussen stated that he would like to request that when convenient and possible he would like to look into the option of live streaming the town board meetings. He asked Supervisor Houghtling if she could send information on the company that they were looking into.

Supervisor Houghtling stated that she agreed with that and has had requests from residents to allow that option for when we go back to meeting in person. She will forward the information to the town board to look over and revisit this at next month's meeting.

***Short Term Rentals and Farming Proposals from the ZRC:***

Ted Salem stated that he sent a cover memo to Supervisor Houghtling explaining the rationale for the two proposals which Supervisor Houghtling forwarded to the Town Board. Ted Salem stated that he didn't feel that he needed to amplify much. He thanked Councilmember Newton and Deputy Court Clerk Creech for the leg work that they did on conforming the town codes to the state statutes particularly with respect to the definitions.

Ted Salem stated that he and Jim Carroll did work on the short-term rental. Ted Salem stated that there was a state training last week that he has the power point for it that was shared with the ZRC. There are some jurisdictions not far from here who have fairly stringent regulations for short term rentals. Ted Salem stated that the ZRC has opted to take a minimalist approach and more or less use the format that we have been using for bed and breakfasts and simply substitute short term rental and subsume the concept of bed and breakfast into short term rentals. The regulations for bed and breakfasts are pretty bare bones, it relates to parking, lighting and generally operating in accord with the neighborhood.

Supervisor Houghtling asked if the committee had any conversations with any of our local bed and breakfast owners to see if this is going to work for them.

Ted Salem stated that is a good question and they plan on doing that. They wanted to get it

to this point and get it to the attorney to help shape up the language, so they have something concrete. The ZRC has already endorsed the idea of contacting short term rental operators, air B&B operators in this area but didn't want to do that before getting the boards consent. Hopefully in the next month or so.

Supervisor Houghtling stated if any air B&B business owners are watching or listening to this meeting and they want to be a part of that conversation to reach out to Ted Salem.

Peg Munves stated that everyone who owns an air B&B in New Lebanon off of the air B&B platform, they have all responded with messages.

Supervisor Houghtling recommended maybe reaching out to Monte Wasch, chair of the Business & Economic Development Committee because the committee worked very hard at getting an entire business spreadsheet and she thinks there are some of this type of business on the list as well.

Councilmember Newton stated that he would like to point out that when Chatham was going through their rezoning, air B&B short term rentals were on a lot of that. He had a couple customer in town reach out to him, and he explained that yes it was on the ZRC's agenda but at the time the ZRC was looking at a very low-level law that dealt with it. None of the people who reached out to Councilmember Newton seemed offended in any way.

Supervisor Houghtling stated that was a good point because it ended up very contentious in Chatham but from what she has read in the proposal she thinks the ZRC is being very reasonable and not over regulatory.

Supervisor Houghtling stated that no motion is needed, that Ted Salem has town board authorization to go to the next step on this which would be to get together with the town attorney.

***Annual Highway Bids – Equipment, Calcium Chloride, Fuel and Sand, Stone & Gravel:***

Supervisor Houghtling stated that we go out to bid every year on four different bids for equipment, calcium chloride, fuel both diesel and heating fuel and sand, stone and gravel. The town board needs to make a motion to go out to bid with bids being due the Friday before the next town board meeting.

Councilmember Newton stated that he wanted to make it clear to the public listening that the equipment bid is not for the purchase of equipment but for subcontractors to work with their equipment.

Supervisor Houghtling thanked Councilmember Newton for clarifying and stated that it is more of a rental with operator. It is a bulldozer, excavator, dump truck, mini excavator and mini track loader. It is equipment that the town does not have and instead of spending a lot of money on this equipment, Highway Superintendent Winestock contracts out the work

when it is needed.

A motion was made by Supervisor Houghtling and seconded by Councilmember Newton to go out to bid on Equipment, Calcium Chloride, Fuel and Sand Stone & Gravel with bids due on Friday July 10, 2020 at 4:00 PM to the Town Clerk's office to be accepted or denied at the regular monthly town board meeting on July 14<sup>th</sup>, 2020.

Roll Call Vote:

Councilmember Rasmussen -	Aye
Councilmember Gordon -	Aye
Supervisor Houghtling -	Aye
Councilmember Newton -	Aye
Councilmember Trainor -	Aye

Supervisor Houghtling stated that she spoke to Highway Superintendent Winestock and there are a few changes he would like to make to the bid notices. He would like to add crusher run to the sand stone & gravel bid notice and he has some updated contact information.

***Temporary Adjustment to Sign Laws to Support Local Businesses:***

Supervisor Houghtling stated she has had a few local businesses request that the town temporarily allow some extra signage for businesses due to coronavirus to advertise for their business during this time.

Supervisor Houghtling stated that she did check with Ted Salem, chair of the ZRC and he stated that as long as it is a temporary thing it was okay and a way to help local businesses.

Supervisor Houghtling stated that she did check with the town attorney who said there are a few ways that the town board can do this. The town board could do a local executive order suspending the sign law for a period of X days but problem with that is the Governor has said that no towns can do any executive orders related to COVID without the approval of the County Department of Health. The other option is a temporary moratorium on local laws which the town board could do via a resolution which could be the quickest thing.

Councilmember Trainor asked if these would be temporary signs, the kind you can put out in the morning and remove in the evening at the end of business day?

Supervisor Houghtling stated that they could be that, but the attorney was talking about was a moratorium on the sign law which would mean that temporarily the town is not holding you to the sign laws that are on the books. It wouldn't define what types of signs; it would define a time limit.

Councilmember Trainor stated that it sounds reasonable to him, some places were hit pretty hard.

Councilmember Gordon stated that she thinks it might be effective in some places like the

speedway for instance, which is more isolated and not already inundated with signs. She stated that in the miracle mile so to speak, extra signs are likely to be counterproductive because there is already so much competition for attention as people drive through town. She feels it would be unfortunate if businesses invest in extra signage and have it have no effect or negative effect.

Councilmember Newton stated his thought is he applied for a variance for his business and he is pretty sure it did make a difference. The only thing he can see is possibly being an enforcement issue after the two- or three-month period, but he is fine with suspending it for a set amount of time.

Councilmember Rasmussen stated he thinks something like a sixty day pause on enforcement is a reasonable concession to try to provide some assistance to the businesses and with regard to the enforcement issue after words, it certainly may be an issue but he thinks we should allow businesses to add additional signage if they think it will help them.

Ted Salem, Chair of the ZRC stated that whatever the board does it has to be the same throughout the whole town and the idea of an out right moratorium is a bit unnerving. Things like feathered flags, which have already been experienced, he thinks would be concerning. The idea of modest signage that can be taken in and out every day, which is provided for in the proposed Local Law #1 of 2020 he thinks would work. He feels an out right moratorium on the sign law he thinks would upset the board over time if people started to abuse it.

Supervisor Houghtling stated that to clarify, she misspoke and that in an email from the town attorney, he did not suggest a moratorium, he suggested a resolution or motion suspending enforcement of the sign law for a period of sixty days.

Ted Salem, Chair of ZRC stated that made sense and thought that was more of what they were talking about.

Cissy Hernandez, CEO/ZEO stated she is a little concerned about the enforcement. It was a Hercules effort on code enforcement, zoning board of appeals and the zoning rewrite committee. So, whatever is decided please use very careful thought on how it is worded and respect the work that has gone in thus far. It is very uncomfortable to have all of the business owners very upset with the administration of the town. It is a very difficult thing to have to go through.

Supervisor Houghtling asked if the board were to do a motion that temporarily suspended enforcement of sign laws and communicated that very clear to businesses, do you think that is a good way to go about it or would it cause problems.

Cissy Hernandez, CEO/ZEO stated that she is pro having our businesses try to rebuild after this economic crisis that we are facing, so she wants to support businesses in every way possible. What she would suggest is check with the attorney and take suggestions from Ted

Salem as well on the enforcement piece.

Supervisor Houghtling stated that she did check with the town attorney and his recommendation is that we suspend enforcement for a matter of X days and maybe in the motion clarify when the sixty days is up if the town board does not extend it further everything needs to be taken down that was put up during that sixty days or something that is very clear that this is very temporary.

Ted Salem, Chair of ZRC stated that he would make provisions that signs that are currently prohibited would continue to be prohibited.

Cissy Hernandez, CEO/ZEO stated that she thinks Ted's idea of the sign being small enough and mobile enough to be taken in and out.

Councilmember Gordon stated that since the reason for these additional signs is presumably that businesses are changing their modus operandi somewhat to deal with the pandemic, so if only those signs were permitted which explain the changes in new services, new hours being offered or whatever the changes may be. Then once the businesses open up again as business as usual is resumed there will be no need for those signs.

Supervisor Houghtling stated that along those lines with what Councilmember Gordon said and CEO/ZEO Cissy Hernandez said what if we made the motion temporarily allowing each business to add one additional sign for the next sixty days as long as that additional sign complies with all the current guidelines in the sign law.

Councilmember Newton stated that was similar to what he was thinking. He was thinking if we made this resolution just deal with temporary signs, which our current sign law has a piece in there for that, allowing temporary signs with no permitting process.

Ted Salem Chair of the ZRC stated that proposed Local Law #1 included temporary signage in it.

A motion was made by Supervisor Houghtling and seconded by Councilmember Gordon that every business in the Town of New Lebanon can temporarily add one additional sign through the end of the day on August 15, 2020 as long as the additional sign complies with all current guidelines in the Town of New Lebanon sign law regarding size, type etc. but allowing the construction and materials of the sign to be of a lower standard and quality than required in the sign law.

Roll Call Vote:

Councilmember Rasmussen -	Aye
Councilmember Gordon -	Aye
Supervisor Houghtling -	Aye
Councilmember Newton -	Aye
Councilmember Trainor -	Aye

***Lafayette Trail Marker:***

Supervisor Houghtling stated that the town is being offered a free marker from the President of the Lafayette Trail which is a non-profit organization with the mission to document and mark General Lafayette's footpath during the 1824-25 farewell tour of the U.S. in preparation for the 2024 four bicentennial celebrations and they have offered to donate a Lafayette trail marker to Lebanon Springs with it either located at the actual spring or located on the Town Hall property by the Indian Head Fountain. The Historian also looked at it and thought it was a great offer.

Supervisor Houghtling stated that everyone was in agreement that it was great offer, the questions was where to put it.

Councilmember Trainor stated that the Town Historian, Bitsy Sheffer suggested that we put it at the Town Hall and he agrees with that.

Councilmember Gordon stated she thinks it should go at the springs because that is where Lafayette visited and there are quite a few people who do go there and fill their water. Her main problem with putting by the Indian Head Fountain, is that anyone who stops and reads the marker will assume the fountain is the spring. She feels that it jumbles the history.

Councilmember Rasmussen stated he does not have a preference either way.

Councilmember Newton stated he thinks it's a good thing to have the trail marker, having it at the Town Hall it gives people a safe parking area.

Supervisor Houghtling stated that she is in agreement with Councilmember Trainor and Councilmember Newton that at the Town Hall will see more passer by traffic and make the wording clear on the marker stating the actual site visited is the spring up the road. She also wonders if it possible to get two markers, one at Town Hall and one at the actual springs.

Councilmember Gordon agreed and thought that was a good idea.

Supervisor Houghtling stated that she doesn't think there needs to be a vote on this. The majority of the board agrees on a location by the Town Hall unless we are able to get two markers.

***New Lebanon Farmers Market:***

Supervisor Houghtling stated that this is a check in. About four years ago the farmer's market was looking for a new location and the town board at the time offered to host it at the park and become a town run or town sponsored farmer's market, that offer was declined.

Supervisor Houghtling stated that they are not looking for a new location, they are looking to change up the management and may now be open to a town sponsored market which would allow us to advertise for them through the town email blast, website, newsletter and if we

wanted to put money in the budget for them we could. Supervisor Houghtling is asking the board if they are open to considering being somehow involved with the farmer's market.

Councilmember Newton stated he absolutely is open to working with the farmer's market, just need to work out the mechanics. He is in favor of supporting them in some way.

Supervisor Houghtling stated that if they don't end up being a not for profit, we could apply for grants for them if there are grants available.

Councilmember Trainor stated that he agrees with Councilmember Newton totally.

Councilmember Rasmussen stated he was in favor as well.

Councilmember Gordon stated she doesn't really understand what is meant by the town to sponsor a farmer's market, what responsibilities come with that, but she is certainly in favor of having the conversation.

Supervisor Houghtling stated she did ask Josh Young who is taking over the managerial roll to do the research and come to the town board with a proposal.

***Newsletter/Promotion:***

Supervisor Houghtling stated that finally we have the research done to figure out how we can get back to advertising and promoting for our businesses. The town attorney put out a memorandum that define a few different ways that we can do this. Supervisor Houghtling stated that we have to do a separate newsletter, one with only town hall business and a separate mailing specifically for tourism and promotion of businesses.

Councilmember Gordon asked if they can be separate publications but mailed together.

Supervisor Houghtling stated that was her thought. She will ask for clarification from the town attorney on that.

Councilmember Trainor asked would this be specifically for tourism, would be supporting nonprofits and how would we choose who to support and advertise.

Supervisor Houghtling stated it is publicity money, so we can establish a publicity fund for the purposes of promoting general commercial welfare of the town. Supervisor Houghtling suggested passing this along to Monte Wasch, Chair of the Business and Economic Development Committee to review and come up with a plan to present to the Town Board. The board agreed.

***County Updates:***

Supervisor Houghtling stated she just wanted to update on a few things going on in the County level. The County is also looking at a big revenue decrease, the high-end scenario is \$20 million. The County has worked with department heads like the town did and they

have made expenditure cuts without having to do layoffs. The county has implemented a mandatory furlough day, one day in a two week pay period which saves the county almost a million dollars just doing that one day. Supervisors were not mandatory because they are elected and salaried, most supervisors including Supervisor Houghtling elected to do this as well.

Supervisor Houghtling stated that the Columbia County Come Back Committee has been meeting regularly and working really hard to support local businesses on how to properly and safely reopen for business. They did a survey asking local business what their struggles are and that was sent out via the Town Clerk's email blast and on the town website.

Supervisor Houghtling stated that we as a county only received two hundred test kits from New York State, the rest were purchased by private donations so Supervisor Houghtling offered to write a letter to all of our Federal and State representatives asking for more test kits especially now that we are reopening and the chairman agreed to send this letter from the Board of Supervisors.

Supervisor Houghtling stated that with the bail reform we only have thirty-five inmates at the Columbia County Jail, but our staffing levels are for one hundred, thirty-five inmates and we are not allowed to lower that. They did request a temporary reduction, and it was granted, they were allowed to bring it down by five staff members and the same mandatory furlough day.

Supervisor Houghtling stated that she just wanted to mention on a county level the entire emergency management committee, the entire department of health, Chairman Murrell and Supervisor Lagonia have really done an amazing job and are putting in so many hours keeping the Supervisor's updated. Supervisor Houghtling forwards all updates to Town Clerk Robertson to pass along to our town residents via the town email blast and on the town webpage.

#### **COMMITTEE/LIAISON REPORTS:**

##### ***Assessor (Councilmember Rasmussen):***

Councilmember Rasmussen stated that Kim Smith, Assessor reports that she had been working regularly from the phone and from home. They did do the Board of Assessment Review this month, there were a few complaints that they are working on. The file for the final roll will go to the county in July and the notice to the Town Clerk's office.

##### ***Building Department (Councilmember Newton):***

Councilmember Newton stated that he doesn't have anything major to report. Now that we are into phase II, we will start seeing a lot of construction open up and he anticipates that it will be very busy. He knows that Cissy has been working a lot already.

Cissy Hernandez, CEO/ZEO stated that surprisingly enough we are only three permits

shy of where we were last year at this time.

Supervisor Houghtling stated she wanted to acknowledge Cissy, Jeff and Michelle, their whole department, are doing a stellar job, everyone, all of the town employees are doing a great job working under these conditions.

***Business & Economic Development (Councilmember Gordon):***

Councilmember Gordon stated that the committee members are encouraged to sign up for sub-committees to better define the projects and develop strategies for moving forward. Work has begun on that level and that is very exciting.

Supervisor Houghtling stated to clarify the sub-committees working on these projects will bring it to the committee and then Monte Wasch, Chair of the Business & Economic Development Committee will bring these ideas and projects to the town board.

Monte Wasch, Chair of the Business & Economic Development Committee stated that they have divided into sub groups, among them are a group devoted to studying town planning and the beautification of downtown, a group devoted to the food issues, a group devoted to infrastructure and a group devoted to acquiring the old Hess station and what can be made out of it. All of the sub groups will meet individually and then all will meet back up as a whole on the next meeting on July 6<sup>th</sup>. The sub groups will report back to the committee and the committee as a whole will decide what gets brought before the town board.

Monte Wasch stated that they also maintain almost daily contact with the businesses that they have on their list and trying to expand that list so that they can cover all the businesses. They try to retweet everything that they get from Supervisor Houghtling and Town Clerk Robertson that is relevant to businesses so that they are aware of what opportunities there are.

Supervisor Houghtling thanked Monte Wasch and all of the committee members, Ted Salem and Cissy Hernandez for the list of businesses the committee used to develop a full business listing.

Monte Wasch stated that we received 10% of all of the grant money that was allocated by Berkshire Taconic for Columbia County.

***CAC & Environmental Management & Climate Smart Task Force (Councilmember Gordon):***

David Farren, Chair of the CAC stated that approved a mission statement, that they never had at their monthly meeting last night. Bob Gilson worked up a draft and worked with Gretchan Seager from Hillsdale and they added a few other points.

You've already heard about Peg Munves and Paul Rix working on the water issue in town and the DEC testing the neighbor landfill wells, we are still awaiting the results.

Trees for Tributaries delivered 109 seedlings to Carole Roseman's property for planting. They have had as many as twenty volunteers involved having to limit the number at one time due to the pandemic. The whole idea for Trees for Tributaries is to prevent erosion along stream corridors. Any property owners that have stream corridors should pay attention to the program and find out if they qualify.

Steve Powers stated Bruce Shenker was unable to attend tonight's meeting but wanted to pass along that on a county level there is a proposal to make Columbia County a Climate Smart County and that a committee was set up to determine the next steps.

Steve Powers, Chair of the New Lebanon Climate Smart Task Force stated that they had a second meeting last week and the sub committees are looking into various action items that will gain points towards our goal getting to bronze level. Obviously, we are looking at projects that don't require any financial expenditures to the town.

***Fire, Law Enforcement & Emergency (Councilmembers Newton & Trainor):***

Councilmember Newton stated he had a brief conversation with Ed Godfroy from the LVPA asking if they had a lot of calls or issues. Ed stated that calls were actually down quite a bit.

***Highway (Superintendent Winestock & Councilmembers Newton):***

Councilmember Newton stated that he has had a couple of conversations with Highway Superintendent Winestock and he believes that yesterday New York State released the CHIPS Funding, the Extreme Weather and the PAVE NY. It looks like we will be getting all three of those monies.

Supervisor Houghtling stated that even if we only get 80% of everything, we only budgeted for the CHIPS so we will be where we were or even more so that is great news.

***Historian & LVHS: (Councilmembers Trainor):***

Councilmember Trainor stated that there is nothing to report. The historical society hasn't met at all.

***Justice Court/Constable (Councilmember Trainor):***

Councilmember Trainor stated that there is nothing to report, he hasn't seen or spoken to anyone from the court.

***Library (Councilmember Trainor):***

Councilmember Trainor stated that he hasn't seen or spoken to anyone from the library.

Supervisor Houghtling stated that we have a contract with the library that was set by referendum and cannot be changed. She reached out to the library and had a conversation with them that all of the town departments are working on a tight budget and that she was aware that they are losing a ton of money themselves due to lack of

state funding and other funding but if they had anything to give back to the town it would be great. The library gave us back \$1,568.89 that was left over from the NL200, Supervisor Houghtling acknowledged that and thanked the library.

***Buildings, Parks & Recreation (Councilmembers Newton):***

Councilmember Newton stated he doesn't have anything major. The park bathrooms are coming along, the site work was done, cleaned up, grass was planted, siding is on and Donnie Sears is mowing constantly.

A motion was made by Councilmember Trainor and seconded by Councilmember Newton to authorize Supervisor Houghtling to refund any pavilion rental fees that have already been paid that are requested to be refunded through the Town Clerk's office.

Roll Call Vote:

Councilmember Rasmussen -	Aye
Councilmember Gordon -	Aye
Supervisor Houghtling -	Aye
Councilmember Newton -	Aye
Councilmember Trainor -	Aye

***Seniors (Councilmember Gordon):***

No report at this time.

***Volunteers (Councilmember Rasmussen):***

No report at this time.

David Farren, CAC Chair stated that he had as many as twenty volunteers who helped with the Trees for Tributaries project and he will get that information to Councilmember Rasmussen.

***Project Management (Councilmember Rasmussen):***

No report at this time.

Supervisor Houghtling stated that she received a call from Joe Ogilvie, they are doing a clean up of the rail trail property sometime in the month of June using safe social distancing. Joe asked Supervisor Houghtling to ask the town board if they would consider helping to provide dumpster for that clean up. Supervisor Houghtling stated that we do have a \$200 credit from Columbia County Solid Waste Dept. that we typically use for town clean up day. Supervisor Houghtling stated that she thinks if we don't use it, we lose it. Supervisor Houghtling stated that we will find out the answer to that.

Councilmember Rasmussen stated that if we are going to lose the credit we might as well let someone use it.

Councilmember Trainor stated that he agreed with that.

Councilmember Gordon stated absolutely.

Supervisor Houghtling asked what if we aren't going to lose it? How does the board feel?

Councilmember Trainor stated that we are strapped for funds right. If we are not going to lose it, he'd be a little reluctant, but if we are going to lose it, I'd let them have the dumpster.

Councilmember Newton stated that he agreed with Councilmember Trainor.

A motion was made by Supervisor Houghtling and seconded by Councilmember Trainor that if and only if we are going to lose our \$200.00 credit with Columbia County Solid Waste if we do not use it this year that we allow it to be used for a dumpster for the clean up of the rail trail property on Lovers Lane.

Roll Call Vote:

Councilmember Rasmussen -	Aye
Councilmember Gordon -	Aye
Supervisor Houghtling -	Aye
Councilmember Newton -	Aye
Councilmember Trainor -	Aye

**ANNOUNCEMENTS:**

***JUNE:***

***Tuesday, July 14th ~ Public Hearing @ Shatford Park Pavilion @ 6:30 pm***

***Tuesday, July 14th ~ Regular Town Board Meeting @ Shatford Park Pavilion @ 7:00 pm***

**PRIVILEGE OF THE FLOOR:**

Supervisor Houghtling stated that she received and read an email from Samantha Long asking if there is any way to open the park back up?

Supervisor Houghtling responded to Samantha that we have to go by state guidelines, as of right now the park is allowed to be open as far as the grassy areas and the tennis courts are allowed to be open with certain regulations and restrictions. We cannot yet open the playground or the basketball courts.

Cissy Hernandez, CEO/ZEO asked about the safety plan and reopening the town hall. She wanted clarification on how Michelle will use her hours for this.

Supervisor Houghtling stated we will not be taking temperatures that was recommended but not required. The hours that Michelle Bienes is working the door are her summer camp

salary so Cissy and Michelle will have to work out her other hours for the building dept.

Supervisor Houghtling stated that none of the work being done at the front door can come out of building dept. hours.

**ADJOURNMENT:**

A motion was made by Councilmember Newton and seconded by Councilmember Rasmussen to adjourn the meeting at 9:25 pm.

Respectfully submitted,

Marcie Robertson  
New Lebanon Town Clerk

# Attachment A



Each re-opening business must develop a written Safety Plan outlining how its workplace will prevent the spread of COVID-19. A business may fill out this template to fulfill the requirement, or may develop its own Safety Plan. This plan does not need to be submitted to a state agency for approval but must be retained on the premises of the business and must be made available to the New York State Department of Health (DOH) or local health or safety authorities in the event of an inspection.

Business owners should refer to the State's industry-specific guidance for more information on how to safely operate. For a list of regions and sectors that are authorized to re-open, as well as detailed guidance for each sector, please visit:

<https://forward.ny.gov/>

## COVID-19 Reopening Safety Plan

Name of Business:	Town of New Lebanon
Industry:	Local Government
Address:	14755 State Route 22, PO Box 328 New Lebanon, NY, 12125
Contact Information:	Town Supervisor, Tistrya Houghtling supervisor@townofnewlebanon.com 518-794-8889 or 518-505-1535 (cell)
Owner/Manager of Business:	N/A
Human Resource Representative (if applicable):	Tistrya Houghtling, Town Supervisor
Human Resource Contact Information:	Tistrya Houghtling, Town Supervisor PO Box 328, New Lebanon, NY, 12125 supervisor@townofnewlebanon.com 518-794-8889 or 518-505-1535 (cell)

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**All employees and departments must abide by all generally applicable requirements of this plan, as well as any particular or additional or different requirements set forth herein that specifically apply to such employee(s) or department(s).**

## **I. PEOPLE**

**A. Physical Distancing. To ensure employees comply with physical distancing requirements, you agree that you will do the following:**

- **Ensure 6 ft. distance between personnel, unless safety or core function of the work activity requires a shorter distance. Any time personnel are less than 6 ft. apart from one another, personnel must wear acceptable face coverings.**
- **Tightly confined spaces will be occupied by only one individual at a time, unless all occupants are wearing face coverings. If occupied by more than one person, will keep occupancy under 50% of maximum capacity.**
- **Post social distancing markers using tape or signs that denote 6 ft. of spacing in commonly used and other applicable areas on the site (e.g. clock in/out stations, health screening stations)**
- **Limit in-person gatherings as much as possible and use tele- or video-conferencing whenever possible. Essential in-person gatherings (e.g. meetings) should be held in open, well-ventilated spaces with appropriate social distancing among participants.**
- **Establish designated areas for pick-ups and deliveries, limiting contact to the extent possible.**
- **At the start of every shift on town property or in town buildings (both inside and outside work), all town employees must complete a 3 question health screening (see Addendum A) before they are allowed to begin their shift. If they answer yes to any of the 3 questions, they will not be allowed to begin their shift, must leave town property immediately and will be contacted by the Town Supervisor before the end of the day regarding the screening. Employees will be given the option to either complete the health screening online before leaving for work or via a paper**

questionnaire to be completed before arriving for work and to be presented to the department head or a designated employee who will review the questionnaire (the screener) before an employee may begin their shift. The screener will wear a mask and gloves when reviewing the questionnaire. The screener is responsible for sending an employee home immediately if any of the questions are answered yes. If no department head or designated employee is on site when an employee arrives for a shift and they cannot complete the online health screening, the employee may complete the paper questionnaire and put in the drop box outside of the town hall entrance, but must not stay for their shift if they answer yes to any of the 3 questions. All screeners must deliver all questionnaires to the town supervisor's mailbox in the mailroom or in the drop box outside the town hall door before the end of each shift. The Town Supervisor will review all health screenings daily to ensure compliance.

- All employees must have a mask immediately available at all times when on town property in the event that they come closer than 6 feet to another employee or member of the public.
- In the event a member of the public seeks to enter a town building, the front door will be locked and all who enter will be logged in a visitor log and will undergo a 3 question health screening prior to entry to the building (see Addendum B). If they answer yes to any of the 3 questions, they will be denied entry into the building. In addition to the building log, each office/department will also maintain its own log of visitors to their office/department (see Addendum C). Upon a visitor leaving the office/department, any surfaces contacted by the visitor (e.g., desk, table, etc.) will be cleaned and disinfected, and the office/department's visitor log will be notated to record the cleaning and disinfection by employee initials. All daily visitor logs will be put in the Supervisor's mailbox in the mail room as the last staff member leaves each office and as the last staff member leaves the building for the day.
- The town hall will have a one way in and one way out to avoid bidirectional traffic with signage that only one person is permitted in the hallway at a time. All visitors will enter through the rear (main) entrance of the building and exit through the handicap door. If the individual is handicapped they will be allowed to enter and exit the handicap accessible entrance and the staff member logging them in will ensure that no other members of the public or staff are in the hallways as they enter and exit. The staff member at the entrance and the staff member in the

office the visitor visits will educate each visitor about the one way in and out procedures.

- All departments will allow only one individual in their office at one time
- All departments will require a call ahead or appointment for in person meetings or consultation with town officials, even if it is done from their car in the town hall parking lot or just outside the town hall to make sure no one else is currently already meeting with the town official/employee.
- Signs will be posted throughout the highway garage and the town hall including all offices, entryways and hallways as well as in the bathrooms, kitchen and mailroom educating employees and visitors and promoting social distancing, good hand hygiene, and face coverings.
- All town employees will be trained on the new protocols as set forth in this safety plan and provided a copy of the plan, including all addendums. Training will be offered both online and in person, with small groups, maintaining social distancing. After adoption of this safety plan by the Town Board, all employees must take the training within one week. The Town Supervisor will provide such training. All hourly employees will be paid for this training. If an employee does not take the training within one week of the adoption of this plan, they will not be able to return to work until they have taken the training.
- List common situations that may not allow for 6 ft. of distance between individuals. What measures will you implement to ensure the safety of your employees in such situations?

Assessor: will do most business remotely, however, if a taxpayer must enter building, all steps below will be followed:

The Assessor will wear a mask and require mask wearing of all members of the public entering the town hall to conduct business. People will keep the pen they use, and all surfaces will be disinfected when the customer leaves.

Town Clerk: The town clerk will do business remotely as much as possible (using drop and pick-up boxes), however issuing marriage licenses must be done in person.

In this case, the Town Clerk will be partitioned off from all customers, the customers will keep the pens they use to sign papers, and all surfaces that came into contact with the customers will be disinfected once the customers have left the building.

**Building Department:**

Common situations that may not allow for 6 ft. of distance between individuals are (1) when 3 staff are working in the office at the same time and (2) when members of the public enter the office during open office hours.

The proposed solutions: (1) Limit office staff to 2 working at the same time. The CEO will work in the office in the morning and work remotely and/or in the field in the afternoons. This will leave the office available in the afternoons for the Deputy CEO and/or the PZ Clerk to work freely without pre-scheduling their office time as they are both part-time. The Deputy CEO and the PZ Clerk will no longer share a desk and computer. The PZ Clerk will work at the conference table using the laptop computer. Each building department employee will have their own stapler and tape dispenser. Staff is to sanitize their work area before and after use (typically done with sanitizing wipes provided by the town). (2) Work primarily with the public via tele-conferencing and digital means. 'Open office hours' for CEO and Deputy CEO to be suspended until further notice (PZ Clerk is not required to hold open office hours). If an in-person meeting is needed it can be pre-scheduled with the Deputy CEO or the CEO.

The office door is a Dutch-style door, meaning that the bottom half can be closed while the top half open allowing us to engage in 'window' type of service. We plan to keep the bottom half closed and install a sheet of plexiglass for the top half. 6 ft markers will be marked off outside the office door in the event that more than one person may be waiting to interact with the building department.

**Highway Department:**

All employees will maintain a 6 foot distance whenever possible. If employees are in a truck together or doing a job inside the highway garage or outside that require less than 6 feet between them, all will wear masks.

- How will you manage engagement with customers and visitors on these requirements (as applicable)?

We will put 6 foot markers in relevant areas in the town hall including bathrooms, hallways, kitchen, and mailroom and all staff and visitors to the building will be required to maintain 6 ft distances from others whenever possible. Whenever employees are in shared spaces such as bathrooms, hallways, kitchen and mailroom, masks must be worn. In all other locations, both inside and outside of the building, whenever 6 ft

distance cannot be maintained, all will be required to wear masks. If any office has more than one person in it at a time, all will be required to wear masks. The only exception to mask wearing is when someone is in their office, by themselves with the door shut.

All offices will be kept under 50% maximum occupancy and whenever possible only one employee will work from an office at one time. All business will be conducted via phone and electronically whenever possible, with a drop box and pick up box outside the front door of the town hall for customers to drop payments and applications and to pick up permits and products sold. The front door of the town hall will remain locked with a bell to ring when someone arrives to conduct business. There will be 6 ft markers outside the front door to designate where people should wait if more than one person is waiting at the same time. If business cannot be conducted remotely using the drop and pick up boxes, before entry into the town hall the visitor will be entered into a log book with a health screening conducted and logged and will be required to wear a mask upon entry and the entire time they are in the building.

- How you will manage industry-specific physical social distancing (e.g., shift changes, lunch breaks) (as applicable)?

Staff will split shifts so no more than one person is in each office at a time. When there must be more than one person in an office, all will wear masks. All staff will wear masks when in any shared part of the building such as the copy/mail room, bathrooms, hallways, kitchen, etc. Staff will disinfect all offices and shared spaces by spraying and wiping down surfaces in between shifts with disinfectant cleaner and wipes. Signage will be posted in all common areas regarding maximum occupancy of areas (one in bathroom, one in kitchen, one in mailroom at a time).

## II. PLACE

### A. Physical Distancing. To ensure employees comply with physical distancing requirements, you agree that you will do the following:

- Employers must provide employees with an acceptable face covering at no-cost to the employee and have an adequate supply of coverings in case of replacement.

- What quantity of face coverings – and any other PPE – will you need to procure to ensure that you always have a sufficient supply on hand for employees and visitors? How will you procure these supplies?

There will be an adequate supply of disposable face coverings, for members of the public. We will purchase disposable face coverings from a private vendor. The public will take the disposable face masks with them when they leave. We will need 100 reusable cloth masks for all employees to have 5 provided to them. We have over 200 cloth masks in stock thanks to private citizens making and donating them to the town as well as cloth masks provided to the town by the county.

- Face coverings must be cleaned or replaced after use or when damaged or soiled, may not be shared, and should be properly stored or discarded.
- What policy will you implement to ensure that PPE is appropriately cleaned, stored, and/or discarded?

Each employee will be provided with 5 cloth face masks with more available upon request. Each employee will be provided with education on how to launder them at the training on the safety plan. It will be each employee's responsibility to launder their own masks between shifts. There will be a supply of disposable, clean masks on-site for an employee who forgets their mask or does not have a clean one available.

- Signage will be posted in all offices and common areas regarding proper mask use and limiting the touching of surfaces. Employees will be trained on this.
- Limit the sharing of objects and discourage touching of shared surfaces; or, when in contact with shared objects or frequently touched areas, wear gloves (trade-appropriate or medical); or, sanitize or wash hands before and after contact.
- List common objects that are likely to be shared between employees. What measures will you implement to ensure the safety of your employees when using these objects?

Some common objects that would most likely be shared are the copy machine, office supplies, and kitchen appliances and utensils. All shared objects will be sanitized after every use. The town will supply CDC approved cleaners. One person will be allowed in the kitchen at one time. When the individual is finished in the kitchen they are responsible to

clean and disinfect all surfaces and supplies they used. When the bathrooms are used, the individual using the bathroom is responsible for disinfecting and cleaning all surfaces prior to exiting the bathroom. We encouraged offices to not use shared office supplies. Each office will be given sufficient supplies for each employee. Each object will be labeled with a staff member's name and only will be used by that individual.

**B. Hygiene and Cleaning. To ensure employees comply with hygiene and cleaning requirements, you agree that you will do the following:**

- Adhere to hygiene and sanitation requirements from the Centers for Disease Control and Prevention (CDC) and Department of Health (DOH) and maintain cleaning logs on site that document date, time, and scope of cleaning.
- Signage will be posted in all offices and common areas encouraging good hand hygiene. Sanitizer stations will be set up at all entrances and exits as well as each office and common areas that do not have hand washing access.
- Signage will be posted in all offices and common areas reminding employees to clean and disinfect all common areas that are used by others (copy machine, bathrooms, kitchen, etc) and their workstation and office after each shift.
- Who will be responsible for maintaining a cleaning log? Where will the log be kept?

A designated town employee will disinfect all common areas at the end of each work day. Employees in each office will disinfect their offices at the end of each work day and in between shifts. All offices and common areas will be cleaned once a week by the town's cleaner. A cleaning log will be maintained by the town cleaner and the designated town employee disinfecting all common areas as well as by each department head responsible for each office (see Addendum D). The logs will be kept in the copy room and will be reviewed by the Town Supervisor on a weekly basis.

- Provide and maintain hand hygiene stations for personnel, including handwashing with soap, water, and paper towels, or an alcohol-based hand sanitizer containing 60% or more alcohol for areas where

handwashing is not feasible.

- Where on the work location will you provide employees with access to the appropriate hand hygiene and/or sanitizing products and how will you promote good hand hygiene?

Each individual office, all bathrooms, kitchen , copy room, and entry ways will have CDC approved hand hygiene and sanitizing products provided by the town. There will also be hand sanitizer provided outside each of the entrances of the Town Hall .

- Conduct regular cleaning and disinfection at least after every shift, daily, or more frequently as needed, and frequent cleaning and disinfection of shared objects (e.g. tools, machinery) and surfaces, as well as high transit areas, such as restrooms and common areas, must be completed.
- What policies will you implement to ensure regular cleaning and disinfection of your worksite and any shared objects or materials, using products identified as effective against COVID-19?

Each employee will clean and disinfect his or her office, and any objects and materials that they used before they leave at the end of the day. The cleaner will also be in on a weekly basis to do a more detailed cleaning. The cleaning supplies are provided by the town and approved by the DEC as listed at

[http://www.dec.ny.gov/docs/materials\\_minerals\\_pdf/covid19.pdf](http://www.dec.ny.gov/docs/materials_minerals_pdf/covid19.pdf). The Town Supervisor will regularly monitor and update changes to approved cleaning supplies and report to employees any changes. At the end of each day a designated employee will spray and disinfect all shared spaces and log it in the cleaning log. All employees and the town cleaner will be trained on proper cleaning and disinfecting protocols and regularly updated when there are any changes to these protocols.

**C. Communication. To ensure the business and its employees comply with communication requirements, you agree that you will do the following:**

- Post signage throughout the site to remind personnel to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols.
- Establish a communication plan for employees, visitors, and customers with a consistent means to provide updated information.

- All new protocols for visitors will be communicated regularly to the public via the town website and the town clerk's email blast.
- Maintain a continuous log of every person, including workers and visitors, who may have close contact with other individuals at the work site or area; excluding deliveries that are performed with appropriate PPE or through contactless means; excluding customers, who may be encouraged to provide contact information to be logged but are not mandated to do so.
- Which employee(s) will be in charge of maintaining a log of each person that enters the site (excluding customers and deliveries that are performed with appropriate PPE or through contactless means), and where will the log be kept?

A designated town employee and department heads will be in charge of maintaining the log. The log will be kept at the building entrance and a separate log will be kept in each office. After closing hours, the building log will be put in the Town Supervisor's mailbox by the last employee to leave the building and each office log will be put in the Town Supervisor's mailbox by the last employee to leave each office.

- If a worker tests positive for COVID-19, the employer must immediately notify state and local health departments and cooperate with contact tracing efforts, including notification of potential contacts, such as workers or visitors who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations.
- If a worker tests positive for COVID-19, which employee(s) will be responsible for notifying state and local health departments?

The Town Supervisor/HR Representative will be responsible for notifying state and local health departments if there is a positive result of COVID-19.

### III. PROCESS

- A. **Screening.** To ensure the business and its employees comply with protective equipment requirements, you agree that you will do the following:

- Implement mandatory health screening assessment (e.g. questionnaire, temperature check) before employees begin work each day and for essential visitors, asking about (1) COVID-19 symptoms in past 14 days, (2) positive COVID-19 test in past 14 days, and/or (3) close contact with confirmed or suspected COVID-19 case in past 14 days. Assessment responses must be reviewed by the HR officer every day and such review must be documented.
  
- See section I - People for employee and visitor health screening procedures. The Town Supervisor/HR Representative will complete an attestation form at the end of every day that health screenings have been conducted for every person entering town buildings (employees and members of the public), that the Town Supervisor has reviewed them and that nobody answering yes to any of the questions on the health screening form was permitted access to any town buildings (See addendum E).
  
- What type(s) of daily health and screening practices will you implement? Will the screening be done before employee gets to work or on site? Who will be responsible for performing them, and how will those individuals be trained?

See “section I - People” for daily health and screening practices defined in detail. A designated town employee or department head will conduct the health screening (or employees can complete it online) of all employees and visitors upon arrival. All visitors and employees are required to sign a log upon entering the town hall and highway garage. Each department is also required to keep a daily log of visitors to their office to facilitate contact tracing.

- If screening onsite, how much PPE will be required for the responsible parties carrying out the screening practices? How will you supply this PPE?

The person responsible for carrying out the screening practices will wear a mask and gloves at all times. The PPE will be supplied by the town. Proper social distancing will be required to the extent possible.

**B. Contact tracing and disinfection of contaminated areas. To ensure the business and its employees comply with contact tracing and disinfection requirements, you agree that you will do the following:**

- **Have a plan for cleaning, disinfection, and contact tracing in the event of a positive case.**
- **In the case of an employee testing positive for COVID-19, how will you clean the applicable contaminated areas? What products identified as effective against COVID-19 will you need and how will you acquire them?**

**We will follow the most up-to-date NYS and CDC guidelines for disinfecting against COVID-19. The town Supervisor will be responsible for obtaining the most up-to-date guidance upon a positive test result. The guidelines will be followed exactly. We will use cleaning supplies identified by the CDC as effective against COVID-19. We will acquire all necessary cleaning supplies through the county or NYS when possible; otherwise through private vendors.**

- **In the case of an employee testing positive for COVID-19, how will you trace close contacts in the workplace? How will you inform close contacts that they may have been exposed to COVID-19?**

**The Town will maintain a log book logging all visitors and employees who have entered the town hall. Individual departments will keep logs of visitors to their departments. These will be provided to the County DOH so their contact tracers can notify all who have been potentially exposed. The Town Supervisor will take all steps necessary as dictated by the County DOH.**

## **IV. OTHER**

**Please use this space to provide additional details about your business's Safety Plan, including anything to address specific industry guidance.**

STAY HOME.

STOP THE SPREAD.

SAVE LIVES.

# Addendum A

## EMPLOYEE HEALTH SCREENING

All New Lebanon Town Employees MUST fill out this questionnaire or complete the online health screening before beginning any shift. Please submit this form to your department head or Michelle Bienes before beginning your shift. If your department head or Michelle Bienes is not on site, please drop this form in the drop box outside of the main entrance of the town hall.

**IF YOU ANSWER YES TO ANY OF THESE 3 QUESTIONS, YOU ARE NOT PERMITTED TO WORK. PLEASE SUBMIT THIS FORM AND GO HOME. THE TOWN SUPERVISOR WILL CALL YOU BY THE END OF THE DAY TO DISCUSS THE SCREENING RESULTS.**

1. Have you knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive for COVID-19 or who has or had symptoms of COVID-19? \_\_\_\_\_ Yes \_\_\_\_\_ No
2. Have you tested positive for COVID-19 in the past 14 days? \_\_\_\_\_ Yes \_\_\_\_\_ No
3. Have you experienced any symptoms of COVID-19 in the past 14 days? \_\_\_\_\_ Yes \_\_\_\_\_ No

---

Employee Name (Printed)

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Employee Signature

---

Date

---

Time

*Addendum B*

## Town of New Lebanon – Building Entry Log

- Question 1: "Have you knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive for COVID-19 or who has or had symptoms of COVID-19?"
- Question 2: "Have you tested positive for COVID-19 in the past 14 days?"
- Question 3: "Have you experienced any symptoms of COVID-19 in the past 14 days?"

Date: \_\_\_\_\_

Visitor/Employee Name and Phone Number	Question 1 (Y/N)	Question 2 (Y/N)	Question 3 (Y/N)	Entry Permitted? (Y/N)	Building Entered	Time Entered	Screeners' Initials
N:							
Ph:							
N:							
Ph:							
N:							
Ph:							





# Addendum E

## ATTESTATION

I have reviewed all employee and visitor health screenings submitted on the date indicated below and the visitor and employee logs maintained for the date indicated below.

---

Name (Printed)

---

Signature

---

Date

---

Time