

TOWN OF BINGHAMTON
TOWN BOARD
November 17, 2020

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MINUTES OF THE REGULAR MEETING OF THE TOWN OF BINGHAMTON TOWN BOARD HELD ON TUESDAY, NOVEMBER 17, 2020, 7:00 P.M., TOWN OF BINGHAMTON, TOWN HALL, 279 PARK AVENUE, BINGHAMTON, NEW YORK.

The meeting was called to order at 7:03 p.m. by Councilperson Bensley.

ROLL CALL:

E. Rounds, Supervisor	Present Via Zoom	M. Leighton, Councilperson	Present
M. Bensley, Councilperson	Present	D. Nye, Councilperson	Present
V. Xlander, Deputy Supervisor	Present Via Zoom		

OTHERS PRESENT:

V. Conklin, Town Clerk	N. Pappas, Code Enforcement/Buildings & Grounds
A. Pope, Town Attorney	Chris Streno, Planning Board Chairperson &
R. Rolston, Highway Superintendent	Director of Youth Activities
E. Einstein, The Country Courier	9 Guests

PUBLIC HEARING – 7:03 p.m. – 2021 TOB Volunteer Fire Co. Contract

Town Clerk Conklin confirmed that the Notice of Public Hearing had been properly posted and published. The purpose of the Public Hearing is to consider input on a proposed Town of Binghamton Fire Company 2021 contract.

Councilperson Bensley opened the floor at 7:04 p.m.

Rachel Mastin – Ms. Mastin is the Treasurer of the TOB Volunteer Fire Company. There is a \$2,000 increase in the TOB's 2021 Adopted Budget for the TOB Volunteer Fire Company that will go towards what they normally spend a year, along with firefighting PPE that they will purchase in 2021. They did apply for a PPE grant, but did not receive the grant. They will be reapplying for the PPE grant. They are also looking to save up for a future purchase of a truck. They are trying to build up their capital to be able to make the future purchase.

There being no further comments, the floor was declared closed at 7:06 p.m.

Councilperson Nye - How do they account for the Chicken BBQ proceeds in their budget? Ms. Mastin - Those funds are in the capital reserve. Councilperson Nye – Is that generally the routine every year? Ms. Mastin - We are saving up for bigger purchases, so we have transferred all of our donations, and fundraising money into the capital reserve fund. But half of the money we put into the benevolent fund, which is used for hardships, funerals; to benefit firefighters. Right now, everything is going towards our capital reserve. Councilperson Nye - If the benevolent fund is fully funded; are you satisfied with its level at the moment? Ms. Mastin - We have put a \$25,000 cap on it. Councilperson Nye - How close are they? Ms. Mastin - We are at \$25,000, so we transferred the excess money in the benevolent account into the capital reserve account. There is approximately \$75,000 in our capital reserve account. Councilperson Nye - How do they make decisions about the benevolent account? Ms. Mastin - There are certain

preapproved things. Anything above that is decided by the Board. Councilperson Nye - You applied for a grant for PPE. Ms. Mastin - We do have in our budget to purchase so much PPE per year. It costs approximately \$3,000 per firefighter. Councilperson Nye - Are air packs included in their budget this year? Ms. Mastin replied - For now, yes. The air pack grant will be used for replacing air bottles and tanks. We have not received it, but we have been awarded it. They are trying to decide what air packs they want to purchase. Councilperson Nye - How is their recruitment of volunteers coming along; have they been successful this past year? Ms. Mastin - Right now they have a small hand full. Recruitment is in April, but did not happen this year because of Covid. This year we have not gained many new members. There are around 35 to 40 members right now. Councilperson Nye - Do they look at the High School for young folk? Ms. Mastin - I believe so. We do have some members that are inside, teachers and staff at the High School. I believe recruitment is posted there. It's been a while since we have recruited a junior member. They have a couple of junior members who are out of the City area because their parents are in it, or they are within the mile boundary of the Town. As far as from SV, I can't think of anything offhand. Councilperson Nye urged them to do whatever they can to work with a guidance counselor or the Board. Ms. Mastin - I can definitely bring it up. Councilperson Bensley - Regarding PPE, it is his personal view, both as a Council Member and as a private citizen, that anybody volunteering for dangerous work like putting out fires, especially in the aftermath of the fire at Yezzi's, which looked like a real close thing; looked like the roof almost went on that, that it didn't is a miracle in my mind. The clothing that the firefighters wear, I understand that that is depleted after ten years, is that correct? Ms. Mastin - Correct, yes. Councilperson Bensley - Do you have up-to-date clothing, PPE, for every firefighter? Ms. Mastin - For interior firemen. We have to, for interior firemen. Only the ones that go into the fire, they always have to have new gear. The exterior firemen. If we can't afford the purchase for everybody of brand-new PPE, they are in some of the outdated gear, yes. Councilperson Bensley - Are you ever in the situation where the exterior firefighters suddenly become interior firefighters because of an emergency? Ms. Mastin - I don't believe they can. I believe you have to have a green tag status to be able to go into a fire. Just because we're shorthanded, you can't send somebody in. You have to have a certification to be an interior firefighter. Councilperson Bensley - I guess my point is I would urge you to put in your budget appropriate clothing so that everybody is fully protected. All PPE up-to-date, and everybody prepared for what is really a very dangerous job. Ms. Mastin - I agree. We purchased, I believe, five or six sets this current year, and we have six sets in next year's budget to make sure that we always have up-to-date PPE for our interior firemen. Councilperson Bensley - Very good. I believe I'm confident when I speak on behalf of the Board when I say we won't turn that down. I think it's really important. Ms. Mastin - Thank you. Councilperson Leighton - What's the service award line that you have in your budget? Ms. Mastin - The service award is the retirement program for the firemen. If you have service for five years, you are vested with them. I believe it's every five or ten year. After that you receive a certain amount a month in retirement. I think it's up to \$200 a month max. But you have to have that maximum of service, which is probably 30 years, 20 or 30 years to get up to that \$200. It's strictly a retirement for the firemen. Councilperson Bensley - I thank all of you volunteer firefighters. I wish you all the very best.

(Notice of Public Hearing Appended)

A motion may be made to go into an executive session to discuss a legal matter and/or a personnel matter regarding a particular employee after the meeting is convened.

APPROVAL OF AUDITED CLAIMS:

Councilperson Nye made a motion to adopt a Resolution to approve the following claims as audited:

2020

Lighting	Claim No. 898	\$ 31.04
Sewer	Claim No. 899-901	\$ 3,806.16
Water	Claim No. 901-905	\$ 4,813.20
Highway	Claim No. 906-915	\$ 33,694.35
General	Claim No. 916-929	\$ 57,167.99

The motion was duly seconded by Councilperson Leighton. There was some discussion. All those present voted in favor of the motion. Motion carried. A roll call vote resulted in the following:

Ayes: Rounds, Bensley, Nye, Leighton, Xlander Absent: None

Nays: None

Declared adopted.

(Resolution Appended)

RECOGNITION OF MINUTES:

There were no corrections made to the November 5, 2020 Work Session minutes.

VOICE OF THE PUBLIC:

Councilperson Bensley opened the floor at 7:16 p.m.

There being no presentations, the floor was declared closed at 7:16 p.m.

COMMUNICATIONS AND ANNOUNCEMENTS:

Highway Department – Fall Leaf Pick Up – October 15 thru November 25, 2020

Senior Citizen Thanksgiving Luncheon – Drive-Thru – Wednesday, November 18, 2020 from 11:00 a.m. to 1:00 p.m. at Richard T. Stank Middle School Parking Lot

Thanksgiving – TOB Municipal Buildings Closed – Thursday, November 25 and Friday, November 26, 2020 in Observance of Thanksgiving Holiday

OFFICIALS AND COMMITTEE REPORTS:

Planning Board – The Planning Board postponed the November 9, 2020 meeting. A meeting will be scheduled prior to the December 15, 2020 Town Board meeting because they need to discuss the local law for solar as there are a few issues that have not been resolved. They may also be discussing a tower issue on Webb Road with Scientel.

Zoning Board of Appeals – There was nothing new to report.

Youth Commission – Director Streno gave the following update: Youth basketball carried over into 2020 and finished as usual in February. There were some extra tournaments and the beginning of some travel play that ended up being cancelled before it began. As a review from last year, we had 26 kids participate in the K-2 Skills & Drills program. This is a purely instructional program that met once a week, helping the kids at that level learn the game of basketball and the skills needed to play. At least four adult volunteers led that program every week. We had ten competitive teams playing at four different grade levels, beginning with third grade and going through sixth grade for both boys and girls. Ninety boys and girls participated at those levels with approximately 20 volunteer coaches for those teams. Unfortunately, we had to scrap the normal baseball and softball programs as the COVID-19 issues and various lockdowns, etc., came about during our normal registration and start times. Eventually, once NYS began reopening, we were able to put together some limited baseball and softball programs over the summer. A softball program was put together and ran twice a week for five weeks with 20 girls participating and several parents and coaches helping out. Thanks to more parent and coach volunteers, a Minor League baseball program was put together, and it was broken down into two groups; one group was for the younger and less experienced players, and they participated a couple nights a week in a skills program helping them learn the rules of the game along with developing their baseball skills. A second group of more experienced kids, basically a ten and under group, had a similar program, practicing a couple of nights per week. This group eventually joined a few tournaments, and got to enjoy some competitive play at locations such as Bainbridge and Sidney. Twenty-four kids in total participated in those minors' programs. For the Majors Baseball or Little League age group we were able to get just enough kids to form our own four-team mini league, and play each other two nights a week for about six weeks. Forty-five kids participated in this program. We were able to field two travel teams that played in a local league, and end of season tournament that was similar to the usual All-Star Tournaments that take place in normal years, but on a much smaller scale. The league consisted of teams from Greene, Windsor, Chenango Valley, Chenango Forks, Deposit, Oxford, Bainbridge-Guilford and Unatego. Having the lights at Jackson Park gave us the opportunity to host some games in the final tournament in exchange for getting our entry fee waived. There were one or two nights that we hosted games that did not include us, but each of those nights we had a member of the Youth Commission at the Park representing the Town and supervising. We are very proud to say the TOB 10u team finished in third place in their league, and the 12u team were the champions of theirs, outscoring their opponents 49-6 in that final tourney. We worked diligently to follow the protocols for NYS as they continued to change. Coaches were directed to communicate with their player's families, and at least once per week I walked around the park personally speaking with the attending parents of each team reminding them of the importance of following protocols. We posted the required directives from NYS throughout the park, and each dugout had a constant supply of sanitizer. We discouraged the sharing of equipment, banned the post-

game handshakes and discouraged all handshakes, high-fives, etc. Sunflower seeds were not allowed and even tried to discourage spitting. Other efforts included requiring each team to use their own game balls, and having umpires stand behind the pitcher for better distancing instead of crouching close behind the catchers. Coaches were directed to wear masks if they were in the dugout. However, we encouraged the players to remain spread out, and not congregate in the dugout. We also instructed teams and families to exit the park at the conclusion of their games instead of going to watch the conclusion of the other game if they were still playing. This was one that was especially tough on the kids who always enjoy going to the other field to watch their friends' game finish up. All in all, we believe that, considering the circumstances, we had a very successful summer in regards to these baseball and softball programs. Several area programs such as Conklin and Windsor closed down in their entirety, and did not offer any programs to their kids as did some of the more established and larger programs such as Maine-Endwell, Union-Endicott and Binghamton. Vestal attempted a modified program similar to ours, but also ended up shutting down entirely soon after they began, further supporting our feeling that we were quite successful in what we were able to put together. We designed a special TOB 2020 Coronavirus baseball and softball shirt with matching hat for all players and coaches. This shirt was handed out to each team in the color scheme of their choice instead of the usual team names and mascots; Yankees, Mets, Blue Jays, White Sox, etc., or in the case of softball; Thunder, Lightning, Cyclones, etc. As a bonus, the cost was less than the MLB shirt and hat that is usually issued to players & coaches. Unfortunately, the Southern Tier Youth Football Conference (STYFC) had to make the difficult decision to cancel the youth football season, which meant that there was no football or cheerleading program this year. This turned out to be the right decision as tackle football has remained on the high-risk sport list for NYS. Basketball has also been put on hold due to it also being on the high-contact sports list, and due to there being no gym facilities available. A new youth basketball league is currently being organized by the same group who runs the league that we participate in, and some parents and coaches reached out to us about the potential of getting some teams together. We have researched the possibility of getting teams into this league while wondering how they could play in violation of the NYS protocols, and it was learned that they plan to travel to locations in Pennsylvania to play. In our opinion, this is obviously just a way to get around the NYS restrictions, and the Youth Commission feels that for potential liability reasons and just good common sense, that this would not be a good idea for the Town of Binghamton to be officially involved in. There is a chance that some groups may form privately, but they would not be sanctioned by the TOB. I feel that we had a fantastic working relationship with the Town Parks employees this year, and I would personally like to thank Nick Pappas for his communication and responsiveness to any issues I have brought him this year. I would especially like to recognize the great work that Zach Soboleski has done this year. He is also greatly responsive, and has gone out of his way to make sure the fields were prepared and in good shape for play. We received many compliments this year in regards to the playing conditions at Jackson Park. Both Nick and Zach have also made themselves available (whether they want to or not), outside of business hours and on many a weekend whenever I had a question, concern or suggestion. I would like to thank and recognize the efforts of our Youth Commission. The Commission has grown to seven members who meet monthly with me to help make the decisions on how to guide our programs and our finances. On top of their full-time day jobs these volunteers; Dave Birtch, Nicole Kariam, Steve Hughes, Fred Lawrence, Josh Spisak, Jerry Warner and Kyle Wilson, are all multiple-sport coaches as well, and they sacrifice a lot of their free time to our youth and their programs. Although they have been unable to organize this year, we are also maintaining communication with our Booster

Club, currently being run by volunteers Jessica Clement and Brandi Weed. We have continued to communicate with the administrators at Susquehanna Valley, and continue to maintain a very healthy working relationship with them. They are fully supportive of our programs and offer many of their facilities to us at little or no cost. Unfortunately, because of the current situation, they are unable to provide gym access to us right now. We will be waiting to see what happens in January. A few words regarding finances; we were able complete 2019 under budget while still providing our kids with great programs, equipment and uniforms. Obviously, our participation was way down this year and that meant our expenses were down. It also means that our revenue was considerably lower. A couple of months ago I met with Supervisor Rounds and Bookkeeper Reifler to discuss this issue and we came to an agreement that would end up returning more than half of our 2020 spending line back to the Town to assist with the financial effects of COVID-19, and to offset the disparity between our revenue and our potential spending. This action was favorable to both the Town and the Youth program as we are still able to make a few wish-list purchases, and look to purchase some off-season equipment at reduced prices for future use. In closing, I would like to express my appreciation to the Town Supervisor and the Town Board for giving me the opportunity to be the Youth Commissioner for the last two years. I am grateful for this opportunity to serve the Town and its youth, and I respectfully request to be renewed for 2021. The Board thanked him for his service, and complimented him on an outstanding job. Mr. Streno also stated that because of the school sports being cancelled, there were a lot of seventh graders who were unable to move on to their first school ball. We were able to invite all of our returning seventh graders to the baseball program who didn't turn 13 before September 1st, which is the Little League age cutoff. We brought back about six kids. They got to play the entire season with their friends. If it weren't for that, they would have been stuck on their PlayStation for those months in the summer.

Code Enforcement/Buildings and Grounds – Mr. Pappas provided the Board with a list of actions required to rehab the property at 14 Holmes Place. The list of actions was provided to the owner. A Resolution will be created for 330 Park Avenue in order for the property to be declared unsafe, and do not occupy. Mr. Pappas is waiting to hear back from the owner.

Highway Department – The Highway Department continues to pick up leaves. Ditch cleaning is being finished up. They are getting ready for winter, and ready to go for snow removal.

Receipt of Reports – The Town Board is in receipt of the following reports:

Town Clerk's Monthly Report for October 2020
Code Enforcement Monthly Report for October 2020

TOB Volunteer Fire Co. – There was nothing new to report.

Supervisor – There was nothing new to report.

UNFINISHED BUSINESS:

TOB Investment Policy – Councilperson Nye asked if the suggested investment at the end of the policy is from the Department of Audit and Control, as there are some suggestions that he hopes the Town never invests funds in. Town Attorney Pope explained that they took the old policy

that still had a lot of good verbiage in it, and then they took the current policy from Albany and they kind of folded them together. They did not mimic what Albany sent out. They tried to make an informed look at what we already had because ours had been there for years. It needed an update. Nobody at the law firm made a judgment call on what was there. They simply folded it into the draft for the Board to look at. Councilperson Nye suggested that the Town not invest in any Puerto Rican paper from Puerto Rico. He is concerned about the financial survival of that island. He is also deeply concerned about any paper guaranteed by the State of New York. Right now, as an example, NASDAQ is negotiating with Texas to move their operations from the counties of New York and New Jersey to Texas. That is an enormous amount of revenue, taxing revenue, that is going to go with them. Councilperson Nye is concerned that if the NY Stock Exchange also pulls out of New York State, New York State will go bankrupt. He is concerned about any investments the Town would place in the State of New York. He asked the Board to think about whether they would urge those types of investments. This matter is tabled until all of the Board members can be present for a Work Session or Board meeting at the Town Hall rather than Zooming. Councilperson Bensley voiced the following concerns to Town Attorney Pope: The way the policy is written appears as the Town Supervisor has sole discretion in making the decisions, and that there is no reporting back to the Town Board, or there is no discussion with the Town Board about these investments. There is no reporting back on how the investments are doing. He thinks putting everything on the Supervisor puts all of our eggs in one basket, and a lack of oversight is a bit of a concern as well. Councilperson Nye spoke with the auditor today and asked him if he felt comfortable with the audit trail, and the audit of our Investment Policy. The auditor does feel comfortable with this. Councilperson Nye feels Supervisor Rounds needs comfort in knowing that there is a process in place that offers her that protection. Councilperson Bensley agreed.

Solar and Wind Energy Properties – Tax Exemption – Joe Cook will be Attending December 1, 2020 Work Session for Input – This subject has been moved to the December 1, 2020 Work Session as Mr. Cook could not attend this evening's Board meeting.

TOB Public Employer Health Emergency Plan – Review – Town Attorney Pope explained that there was a new law in September that came down from the Governor that required all municipalities to implement an emergency plan, and it is really tailored around another pandemic. He thinks the Governor thought there was a learning curve, some missteps, and improper steps as everybody dealt with COVID-19 starting in the Spring and working its way through. The Governor believes everybody should have an emergency plan put in place to help with eliminating those missteps. The Governor wants municipalities to think in terms of a broader base of how you would deal with a worse, same or lesser pandemic. There was a model of the emergency plan and he modeled what the Town of Binghamton has in front of it to be the same as his other two towns as a model. From there, each town can tweak the emergency plan he provided them. The emergency plan does not need to be approved by the Teamsters Union as it does not change the Bargaining Agreement. However, the emergency plan can be provided to the Teamsters Union for review and comment, and be amended, if necessary. Councilperson Xlander made a motion to adopt a Resolution adopting the Public Employer Health Emergency Plan for the Town of Binghamton, and the motion was duly seconded by Councilperson Nye. All those present voted in favor of the motion. Motion carried. A roll call vote resulted in the following:

Ayes: Rounds, Bensley, Nye, Leighton, Xlander

Absent: None

Nays: None

Declared adopted.

(Resolution Appended)

There was no unfinished business.

NEW BUSINESS:

Highway Department – Hance Road – Speed Reduction – Highway Superintendent Rolston has had numerous complaints from residents on Hance Road. Currently, Hance Road's speed limit is not posted. Consequently, the speed limit is 55 mph. In the past few years, quite a few residents use the upper part of Hance Road to walk for exercise. The Town Board needs to pass a Resolution, which goes to Broome County for review. Then the speed reduction request will go on to New York State. A public hearing needs to be held before the matter is submitted to Broome County. There was some discussion. Councilperson Leighton made a motion to adopt a Resolution to set a public hearing on December 15, 2020 at 7:01 p.m. to reduce the speed limit on Hance Road to 40 mph, and the motion was duly seconded by Councilperson Nye. There was further discussion. All those present voted in favor of the motion. Motion carried. A roll call vote resulted in the following:

Ayes: Rounds, Bensley, Nye, Leighton, Xlander

Absent: None

Nays: None

Declared adopted.

(Resolution Appended)

Highway Department – 2021 Utility Truck – Cab & Chassis/Service Body – Approval – Highway Superintendent Rolston provided a quote from Robert Green Truck Division for a 2021 utility truck with cab and chassis/service body in the amount of \$55,289.80. Councilperson Leighton made a motion to adopt a Resolution approving the purchase for the Highway Department of a 2021 utility truck with cab and chassis with service body in the amount of \$55,289.80, and the motion was duly seconded by Councilperson Nye. There was some discussion. All those present voted in favor of the motion. Motion carried. A roll call vote resulted in the following:

Ayes: Rounds, Bensley, Nye, Leighton, Xlander

Absent: None

Nays: None

Declared adopted.

(Resolution Appended)

Planning Board – Reappointment of Member David West and Chairperson Chris Streno – A motion was made by Councilperson Nye to approve the reappointment of David West as a Member of the Planning Board for 2021, and Chris Streno as Chairperson of the Planning Board for 2021, and the motion was duly seconded by Councilperson Xlander. All those present voted in favor of the motion. Motion carried.

Board of Assessment Review – Reappointment of Member Ray Mastin - A motion was made by Councilperson Xlander to approve the reappointment of Ray Mastin as a Member of the Board of Assessment Review for 2021, and the motion was duly seconded by Councilperson Nye. All those present voted in favor of the motion. Motion carried.

ZBA – Reappointment of Member Mark Bordeau - A motion was made by Councilperson Xlander to approve the reappointment of Mark Bordeau as a Member of the Zoning Board of Appeals for 2021, and the motion was duly seconded by Councilperson Nye. All those present voted in favor of the motion. Motion carried.

Youth Commission – Reappointment of Director Chris Streno - A motion was made by Councilperson Leighton to approve the reappointment of Chris Streno as Director of Youth Activities of the Youth Commission for 2021, and the motion was duly seconded by Councilperson Xlander. All those present voted in favor of the motion. Motion carried.

TOB COVID-19 Exposure Policy – Review – Town Attorney Pope explained he used the Town of Union COVID-19 Exposure Policy as a template, along with the NYS Department of Health's guidelines to create the Town of Binghamton's COVID-19 Exposure Policy. The Town of Binghamton is declaring all employees as essential. As essential employees, the first order of business is for employees to come to work, with certain exceptions if there is exposure to COVID-19. Supervisor Rounds explained changes that she made to the policy. There was some discussion. A motion was made by Councilperson Xlander to adopt a Resolution adopting the Town of Binghamton COVID-19 Exposure Policy, and the motion was duly seconded by Councilperson Nye. There was further discussion. All those present voted in favor of the motion. Motion carried. A roll call vote resulted in the following:

Ayes: Rounds, Bensley, Nye, Leighton, Xlander Absent: None

Nays: None

Declared adopted.

(Resolution Appended)

There was no further new business.

VOICE OF THE PUBLIC:

Councilperson Bensley opened the floor to the public at 8:15 p.m.

Chris Streno – Mr. Streno, being an essential Government employee, explained his employer's COVID-19 Exposure Policy when employees go out of state, and return to work as follows: If an employee travels to a restricted state voluntarily for personal reasons, because they are essential, they can come back to work. The employee must wear a mask, they must test, and they must test negative in order to go without the mask. If the employee travels to a restricted state and becomes ill, they are not eligible for Covid sick time. They must use their own personal sick time, or if they don't have personal sick time, they must go home without pay. Mr. Streno stated that when he was a member of the Planning Board and they worked on the Vestal Hills project on Webb Road, there was a public hearing about what they were trying to do with the zoning. Many residents attended the public hearing, and were upset that they were not notified personally about the public hearing. He suggests, that in addition to the public announcement, the Town reach out directly to the Hance Road residents since it is a small number of people. Mr. Streno, in his day job, has experience with speeding vehicles. He further stated that the local police departments, State Police, Sheriff's Office, and the Vestal Police can come out and conduct a speed survey. They would place an officer somewhere on that street, and record the speed of the vehicles going by east and west. They would be able to provide the Town with the data, and inform the Town that we don't have a problem or we do have a problem. There will not be a cost for this service. The speed survey may be helpful when going to the County with the issue. Mr. Streno can make sure that the Mountain Top area of Hance Road will be done by the Vestal Police. He is willing to make calls to the State Police and/or Sheriff's Office regarding the speed survey being done. Supervisor Rounds will discuss this with Mr. Streno, and have letters mailed to the residents on Hance Road informing them of the public hearing.

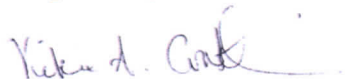
There being no further presentations, the floor was declared closed at 8:20 p.m.

ADJOURNMENT:

A motion was made by Councilperson Bensley to adjourn the meeting at 8:20 p.m., and the motion was duly seconded by Councilperson Leighton. All those present voted in favor of the motion. Motion carried.

The next meeting of the Town of Binghamton Town Board will be a Work Session to be held on Tuesday, December 1, 2020, 5:30 p.m., at the Town of Binghamton Town Hall, 279 Park Avenue, Binghamton, NY.

Respectfully submitted,



Vickie A. Conklin
Town Clerk

NOTICE OF PUBLIC HEARING TOWN OF BINGHAMTON

PLEASE TAKE NOTICE that the Town Board of the Town of Binghamton, Broome County, New York has approved a resolution calling for a public hearing to consider input on a proposed Town of Binghamton Fire Company 2021 Contract. The public hearing will be held at the Town Hall, 279 Park Avenue, Binghamton, New York on Tuesday, November 17, 2020 at 7:01 P.M., at which time all persons interested in the subject matter thereof will be heard. The purpose of the public hearing shall be to receive public input on this issue, and to evaluate and consider approval of the foregoing.

Please take further notice that the proposed Town of Binghamton Fire Company 2021 Contract, which is the subject matter of the public hearing, is available for inspection by email or at the Town Hall in the Town Clerk's office Monday through Friday 9:00 A.M. through 4:00 P.M.

Dated: October 20, 2020

Vickie A. Conklin, Town Clerk

RESOLUTION

At a regular meeting of the Town Board of the Town of Binghamton, Broome County, New York, duly called and held at the Town Hall, 279 Park Avenue, Binghamton, New York, on the 17th day of November, 2020 at 7:00 o'clock P.M. of said day, the following were:

PRESENT: Supervisor Elizabeth Rounds
Councilperson Dean Nye
Councilperson Michael Bensley
Councilperson Victoria L. Xlander
Councilperson Mark Leighton

ABSENT: None

The Resolution set forth below was duly offered by Councilperson Nye, who moved its adoption, and was seconded by Councilperson Leighton.

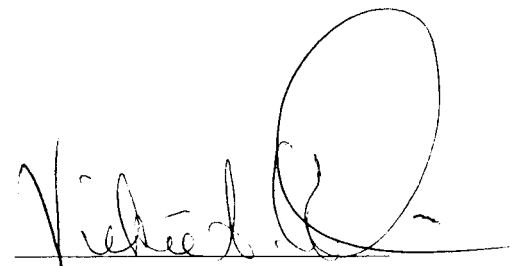
A roll call vote was then taken upon the Motion for the adoption of said Resolution, which resulted as follows:

AYES: Supervisor Elizabeth Rounds
Councilperson Michael Bensley
Councilperson Dean Nye
Councilperson Victoria L. Xlander
Councilperson Mark Leighton

NAYS: None

ABSENT: None

The Resolution was then declared adopted.



Vickie Conklin,
Town Clerk

RESOLUTION:

WHEREAS, by motion Councilperson Nye has recommended that the Town Board approve claim numbers 898; 899-901; 901-905; 906-915, and 916-929 as audited, and

WHEREAS, the specific audited claims are as set forth in the attachment.

NOW, THEREFORE, be it

RESOLVED, that claim numbers 898; 899-901; 901-905; 906-915, and 916-929 as audited are hereby adopted and approved; and be it further

RESOLVED, that the Town Supervisor and such other Town officials are authorized to take such additional and further action as is necessary to implement this Resolution.

Public Employer Health Emergency Plan for the Town of Binghamton

November ____, 2020

Promulgation

This plan has been developed by the Town of Binghamton in accordance with the amended New York State Labor Law section 27-c.

This Plan has been developed by the Town Board with the input of representatives of the employees, 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 the Town of Binghamton or its valued employees under any law, rule, regulation, or collectively negotiated agreement, or the rights and benefits which accrue to employees, including through the collective bargaining agreement, or otherwise diminish the rights in the existing collective bargaining relationship.

This Plan has been approved in accordance with requirements applicable to the Town of Binghamton, as represented by the signature of the authorized individual below.

As the Supervisor of the Town of Binghamton, I hereby attest that this Plan has been developed, approved, and placed in full effect in accordance with New York State Labor Law section 27-c, to address public health emergency planning requirements.

Signed on this day: November __, 2020

By: Elizabeth Rounds

Signature: _____

Title: Supervisor

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Purpose, Scope, Situation Overview, and Assumptions

Purpose

The passing of legislation S8617B/A10832 signed by the Governor of New York State on September 7, 2020, requires public employers to adopt a plan for operations in the event of a declared public health emergency involving a communicable disease. This Plan has been developed in accordance with amended laws to support continued resilience and to help prevent a continuation of the spread of this disease or for other infectious diseases which may emerge and cause a declaration of a public health emergency. 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 the Town of Binghamton. 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.

Situation Overview

The health and safety of our employees and contractors is crucial to maintaining our 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 immediate superior 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 Plan was developed to largely reflect the circumstances of the Coronavirus pandemic but may also be applicable to other infectious disease outbreaks.

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

- The public and our constituency expects us to maintain 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 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
- Per S8617B/A10832, 'essential employee' is defined as a public employee or contractor that is required to be physically present at a work site to perform their job
- Per S8617B/A10832, 'non-essential employee' is defined as a public employee or contractor that is not required to be physically present at a work site to perform their job

Concept of Operations

The Supervisor of the Town of Binghamton, his/her designee, or his/her 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 implementation of this Plan, all employees and contractors of the Town of Binghamton shall be notified by email and/or text message, with details provided as possible and necessary, and with additional information and updates provided on a regular basis as such information becomes available. Residents of the Town of Binghamton will be notified of pertinent operational changes by updates to the Town of Binghamton's website. Other interested parties, such as vendors, will be notified by phone and/or email as necessary. The Town of Binghamton's Clerk or his/her designee will maintain communications with the public and constituents as needed throughout the implementation of this Plan.

The Supervisor of the Town of Binghamton, his/her designee, or his/her successor will review information, direction, and guidance from public health officials and the Governor's office, and direct the changes to this Plan as necessary.

When it is safe to do so, and in accordance with guidance from public health officials and the State, the Supervisor of the Town of Binghamton, his/her designee, or his/her successor will direct the resumption operations, either as normal or modified as necessary.

Mission Essential Functions

When confronting events that disrupt normal operations, the Town of Binghamton is committed to ensuring that essential functions continue 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 of Binghamton

The Town of Binghamton has identified as critical only those priority functions that are required or are necessary to provide essential functions. During activation of this Plan, all other activities may be suspended to enable the organization to concentrate on providing the essential functions and building the internal capabilities necessary to increase and eventually restore full operations. Appropriate communications with employees, contractors, our constituents, and other stakeholders will be an ongoing priority.

Essential functions are prioritized according to:

- The time criticality of each essential function
- Interdependency of a one function to others
- The recovery sequence of essential functions and their vital processes

Priority 1 identifies the most essential of functions, with priority 4 identifying functions that are essential, but least among them.

The essential functions for the Town of Binghamton have been identified as:

Essential Function	Description	Priority
Information Technology	Provides all hardware and software for the municipality. Maintains the municipality's network and phone system.	
Emergency Services (Police/Fire/EMS)	Provide protection to people and property, provide emergency medical assistance.	
Water/Sewer Service	Responsible for infrastructure maintenance water/sewer and operation of water and sewer treatment facilities	
Garbage	Responsible for trash removal (assist private contractor through roads)	
Building maintenance/janitorial services	Responsible to maintaining a clean and safe workplace for other employees to carry out functions.	
Highway	Responsible for maintenance of roads including road repair and debris/snow removal	
Code Enforcement	Enforce building and property maintenance codes, particularly those relating to health and safety	
Clerk's Office	Responsible for maintaining all records of the municipality. Town inter and intra-office communications. Serves as main point of contact with the general public.	
Court	Handling of all essential court matters with a particular focus on criminal matters to the extent such matters cannot be handled remotely.	

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
Information Technology	<ul style="list-style-type: none"> Supervisor Staff Staff 	<p>The Supervisor establishes all priorities for IT tasks and organizes staff.</p> <p>Town staff members provide support in setting up hardware and software, network management, and help desk support.</p>
Emergency Services	<ul style="list-style-type: none"> Sherriff/Fire/EMS Staff (non Town) 	<p>The Sherriff establishes all priorities for EMS tasks and duties and organizes staff.</p> <p>The staff provide the emergency services to the community.</p>
Water/Sewer	<ul style="list-style-type: none"> Staff 	Operate and maintain water/sewer systems
Garbage	<ul style="list-style-type: none"> Private Contractor 	Collect and dispose of trash
Building maintenance/janitorial services	<ul style="list-style-type: none"> Supervisor Staff 	<p>Supervisor establishes priorities for cleaning, maintenance, and repair and identifies high travel areas requiring additional cleaning/sanitization</p> <p>Staff clean, maintain, and repair buildings.</p>
Highway	<ul style="list-style-type: none"> Highway Superintendent Staff 	<p>Highway Superintendent prioritizes and directs road repairs and debris/snow removal</p> <p>Staff carry out repairs and debris/snow removal</p>
Code Enforcement	<ul style="list-style-type: none"> Staff 	Necessary for ensuring individuals have healthy and safe residences and that businesses carry on in a safe and healthy manner.
Clerk's Office	<ul style="list-style-type: none"> Clerk Staff 	<p>Clerk supervises the carrying out of record keeping and communications</p> <p>Clerk and staff maintain records and serve as main point of contact between municipality and the general public.</p>
Court	<ul style="list-style-type: none"> Judge/Justice Staff 	Handle essential matters based upon NYS guidance with a particular focus on handling criminal matters.

Reducing Risk Through Remote Work and Staggered Shifts

As determined appropriate by the Supervisor, assigning certain staff to work remotely and by staggering work shifts, we can decrease crowding and density at work sites. The employees should not expect uniformity during emergencies.

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 as determined by the Supervisor. Working remotely requires:

1. Identification of non-essential staff who will work remotely
2. Approval and assignment of remote work
3. Equipping such staff for remote work, which may include:
 - a. Internet capable laptop
 - b. Necessary peripherals
 - c. Access to VPN and/or secure network drives if handling sensitive information
 - d. Access to software and databases necessary to perform their duties
 - e. A solution for telephone communications
 - i. Phone lines may need to be forwarded to off-site staff

Equipment

Contractors will be required to provide their own equipment and internet/phone services. Employees will be required to utilize their personal internet/phone service while working remotely without additional compensation. Employees will be required to utilize their personal computers and laptops and peripheral equipment to perform their functions to the extent they possess such items. IT will assist employees in installing any and all required software or applications for the employees to carry out their functions. Employees who require computers, laptops and/or peripheral equipment to perform their function and who do not possess such items shall promptly notify the Supervisor. The Town of Binghamton may allocate the distribution of any excess computers and laptops and peripheral equipment from time to time as needed, in the sole discretion of the Supervisor. The Clerk or their designee shall maintain a list of all equipment and where such equipment is located.

Troubleshooting/ Communication

The Supervisor and the IT contractor will be available by email, phone, and video call to help address IT issues.

Communications between employees shall be maintained through email, phone, and video call. Departments shall implement regular as needed conference calls via phone or video.

Employees are expected to communicate to their immediate superior any workflow and operational issues and any delays arising from working remotely.

Staggered Shifts

Implementing staggered shifts may be possible for personnel performing duties which are necessary to be performed on-site but perhaps less sensitive to being accomplished only within core business hours. As necessary, the Supervisor 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 of Binghamton will make an effort to provide employees with their normal 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

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. Necessary PPE may include:

- Masks
- Face shields
- Gloves
- Protective shields as necessary

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. The Coronavirus pandemic demonstrated that supply chains were not able to keep up with increased demand for these products early in the pandemic. 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

Amount of PPE for Essential Employees and Contractors

Based on the list of essential functions and positions set forth in this document the Town of Binghamton shall develop a list of required inventory and amounts of such inventory to supplement that of its employees as set forth below:

PPE Item	Number of essential employees/contractors requiring PPE item	Total number of PPE required
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Masks		
Gloves		
Face shields		

Sources of PPE

Name	PPE Supplier can Provide	Phone/Email	Contact person if any
Broome County OEM?	Masks, gloves		

Storage of PPE

An emergency supply of PPE shall be stored at the Town of Binghamton Town Hall located at 279 Park Avenue, Binghamton. The Supervisor shall be able to immediately access the emergency supply of PPE and shall promptly notify the Clerk any time the supply is accessed. Clerk shall maintain an inventory of all PPE within the emergency supply. On a yearly basis the Clerk or their designee shall review the PPE supply and dispose and replace any expired or unusable PPE.

Staff Exposures, Cleaning, and Disinfection

Staff Exposures

Staff exposures are organized under several categories based upon the type of exposure and presence of symptoms. Following CDC guidelines, we have established the following protocols:

- A. If employees or contractors are exposed to a known case of communicable disease that is the subject of the public health emergency (defined as a 'close contact' with someone who is confirmed infected, which is a prolonged presence within six feet with that person):
 1. Potentially exposed employees or contractors who do not have symptoms should remain at home or in a comparable setting and practice social distancing in accordance with current CDC/Broome County public health department guidance for the communicable disease in question.
 - a. These employees and contractors will work remotely during this period of time as they are able to.
 - b. These employee and contractors shall promptly notify their immediate superior and the Supervisor in the event of potential exposure.
 - c. See the section titled Documentation of Work Hours and Locations for additional information on contact tracing
 2. CDC guidelines for COVID-19 provide that critical essential employees may be permitted to continue work following potential exposure, provided they remain symptom-free and additional precautions are taken to protect them, other employees and contractors, and our constituency/public.
 - a. Additional precautions will include the requirement of the subject employee or contractor, as well as others working in their proximity, to wear appropriate PPE at all times to limit the potential of transmission.

- b. In-person interactions with the subject employee or contractor will be limited as much as possible.
 - c. Work areas in which the subject employee or contractor are present will be disinfected according to current CDC/Broome County public health department protocols, as practical. See the section on Cleaning and Disinfection for additional information on that subject.
 - d. If at any time they exhibit symptoms, refer to item B below.
 - e. Supervisor is the decision-maker in these circumstances, and such employee's immediate superior is responsible for ensuring these protocols are followed
- B. If an employee or contractor exhibits symptoms of the communicable disease that is the subject of the public health emergency:
 - 1. Employees and contractors who exhibit symptoms in the workplace should be immediately separated from other employees, customers, and visitors. They should immediately be sent home with a recommendation to contact their physician.
 - 2. Employees and contractors who exhibit symptoms outside of work should notify their immediate superior and stay home, with a recommendation to contact their physician.
 - 3. Employees should not return to work until they have met the criteria to discontinue home isolation per CDC/public health guidance and have consulted with a healthcare provider.
 - 4. Unless advised otherwise, employees will comply with applicable provisions of the Town of Binghamton's Handbook and the Teamster's Contract as they relate to absence due to illness, the use of sick leave and returning to work. In accordance with applicable provisions of the Town of Binghamton's Handbook and the Teamster's Contract, an ill employee will be expected, if the employee is able, to promptly notifying their immediate superior and the Supervisor of absence due to illness. The Town of Binghamton may require medical verification or a doctor's note before applying sick time or allowing an employee to return to work.
 - 5. CDC/Broome County public health department criteria for COVID-19 provides that persons exhibiting symptoms may return to work if at least 24 hours have passed since the last instance of fever without the use of fever-reducing medications. If the disease in question is other than COVID-19, CDC and other public guidance shall be referenced.
 - 6. The Supervisor must be informed in these circumstances and is responsible for ensuring these protocols are followed.
- C. If an employee or contractor has tested positive for the communicable disease that is the subject of the public health emergency:
 - 1. Apply the steps identified in item B, above, as applicable.
 - 2. Areas occupied for prolonged periods of time by the subject employee or contractor will be closed off.
 - a. CDC guidance for COVID-19 indicates that a period of 24 hours is ideally given before cleaning, disinfecting, and reoccupation of those spaces will take place. If this time period is not possible, a period of as long as possible will be given. CDC/public health guidance for the disease in question will be followed.
 - b. Any common areas entered, surfaces touched, or equipment used shall be cleaned and disinfected immediately.
 - c. See the section on Cleaning and Disinfection for additional information on that subject.
 - 3. Identification of potential employee and contractor exposures will be conducted

- a. If an employee or contractor is confirmed to have the disease in question, the Clerk or their designee should inform all contacts of their possible exposure. Confidentiality shall be maintained as required by the Americans with Disabilities Act (ADA).
 - b. Apply the steps identified in item A, above, as applicable, for all potentially exposed personnel.
4. The Supervisor must be notified in these circumstances and is responsible for ensuring these protocols are followed

We recognize there may be nuances or complexities associated with potential exposures, close contacts, symptomatic persons, and those testing positive. We will follow CDC/Broome County public health department recommendations and requirements and coordinate with our local public health office for additional guidance and support as needed.

Cleaning and Disinfecting

CDC/Broome County public health department guidelines will be followed for cleaning and disinfection of surfaces/areas. Present guidance for routine cleaning during a public health emergency includes:

1. As possible, employees and contractors will clean their own workspaces in the beginning, middle, and end of their shifts, at a minimum.
 - a. High touch surfaces will be disinfected regularly, at least every two hours, and
 - b. High traffic areas and areas that are accessible to the public/constituents will be disinfected regularly, additional disinfection shall occur on an as needed basis.
 - c. Each department head, or their designee, shall be responsible for ensuring that common/high traffic areas that their employees work in or near are cleaned and disinfected regularly
2. Staff tasked with cleaning and disinfecting areas will be issued and required to wear PPE appropriate to the task.
3. Soiled surfaces will be cleaned with soap and water before being disinfected.
4. Surfaces will be disinfected with products that meet EPA criteria for use against the virus in question and which are appropriate for that surface.
5. Staff will follow instructions of cleaning products to ensure safe and effective use of the products.

Employee and Contractor Leave

Public health emergencies are extenuating and unanticipated circumstances in which the Town of Binghamton is committed to reducing the burden on our employees and contractors. This policy may be altered based upon changes in law or regulation, as applicable.

It is our policy that employees of the Town of Binghamton have access to all paid and unpaid leave time for testing, quarantining, and caring for dependents as they are entitled under the Town of Binghamton's Handbook or applicable law. The Town of Binghamton may, solely in its own discretion, provide additional paid or unpaid leave time to employees in the event of a public health emergency.

Additional provisions may be enacted based upon need and the guidance and requirements in place by federal and state employment laws, FMLA, executive orders, and other potential sources.

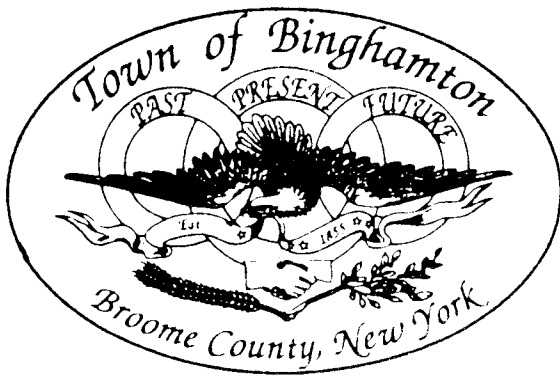
Contractors, either independent or affiliated with a contracted firm, are not classified as employees of the Town of Binghamton, and as such are not provided with paid leave time by the Town of Binghamton, unless required by law.

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. Identification of locations shall include on-site work, off-site visits. This information may be used by the Town of Binghamton to support contact tracing within the organization and may be shared with local public health officials.

The Town of Binghamton shall track the hours and locations of employee who work in-person.

The Clerk or their designee shall be responsible for handling and maintaining such records.



Town of Binghamton

279 PARK AVENUE • BINGHAMTON, NY 13903

Phone (607) 772-0357 Fax (607) 772-6911

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Town of Binghamton COVID-19 Exposure Policy

The Town of Binghamton has declared all employees essential and by that declaration, all employees and department heads shall follow the following requirements for COVID-19 exposure:

- A. If an employee has been notified of an incidental exposure to a confirmed COVID-19 case, that employee:
 - a. Shall immediately contact their department head;
 - b. Shall immediately schedule and take a COVID-19 test;
 - c. Shall self-quarantine at their residence until test results are received;
 - d. Shall receive pay from the Town until results are verified.
- B. An employee who has had close or proximate contact with a person positive for COVID 19 for a prolonged period of time shall follow the procedure under paragraph A.
 - a. New York State Department of Health considers close contact to be someone who was within 6 feet of an infected person for at least 10 minutes starting from 48 hours before illness onset until the time the person was isolated. The local health department should be contacted if the extent of contact between an individual and person suspected or confirmed to have COVID-19 is unclear.
 - b. If a member of an employee's household has had close or proximate contact with a person positive for COVID-19 for a prolonged period of time (see definition under part B section a), the employee will come to work but is mandated to wear a mask at all times, social distance from other employees and clean and disinfect the workplace until the household member receives their test results. If negative follow guidelines in paragraph D or if positive follow guidelines in paragraph C.
- C. If test results are POSITIVE, the Town and employee shall comply with the Broome County Health Department order:
 - a. The Town shall pay the employee for the days of isolation set forth in the Broome County Health Department order.
- D. If test results are NEGATIVE, the employee is required to return to work; however, for 7 days the employee shall adhere to the following practices prior to and during their work shift, which should be monitored and documented by the Town and employee:

The Town of Binghamton is an equal opportunity employer and provider.

- a. Regular monitoring: The employee must self-monitor for a temperature greater than or equal to 100.00 degree before coming to work and for symptoms consistent with Covid 19. The employees must provide their supervisor with the temperature results each day for 7 days.
 - b. Wear a mask: The employee MUST wear a face mask at all times while in the workplace for 7 days after last exposure;
 - c. Social distance: The employee must continue social distance practices, including maintaining, at least, six feet of distance from others;
 - d. Clean and disinfect workspaces: The Town shall continue to regularly clean and disinfect all areas, such as offices, bathrooms, common areas, and shared electronic equipment;
 - e. Maintain quarantine: The employee should continue to self-quarantine and self-monitor for temperature and symptoms when not at the workplace for 7 days after last exposure.
 - f. The Town shall provide no pay for employees not returning to work upon a negative result. Employees must contact their department head to discuss the use of accruals or no pay options.
- E. If an employee is symptomatic upon arrival at work or becomes sick with COVID-19 symptoms while in the workplace, the employee must be separated and sent home immediately. The employee shall follow the procedure under paragraph A.

ALL PERSONAL TRAVEL MUST ADHERE TO THE CURRENT COVID-19 TRAVEL GUIDELINES AND RESTRICTIONS SET BY THE STATE OF NEW YORK