

**TOWN OF DELHI
BOARD MEETING
June 9, 2020
7:00PM**

Supervisor Tuthill called the meeting to order at 7:00pm.

Those present:

Councilmember's: William Cairns, Janet Tweed, Matt Krzyston, and Christina Viafore.

Highway Superintendent Daren Evans

PAC Committee: Margaret Baldwin, Scott Oles

Approval of May 12, 2020 Regular Monthly Meeting Minutes and Public Hearing Minutes:

Councilmember Cairns made a motion to accept May 12, 2020 board minutes as presented, with Councilmember Tweed seconding. Motion carried.

Old Business:

Supervisor Tuthill stated that he has not heard anything further on the testing of the pool property by the DEC.

Tuthill stated that Councilmember Krzyston was looking into replacing the air conditioner for the clerk's office. He was looking into one that would feed more than one room. Krzyston stated he sent the clerk the link, she stated they are out of them on line and when she attempted to contact the company she was on hold for an hour. The clerk informed the town council the office has been so hot she could not work under the conditions in which the office is now, by the afternoon it is unbearable. The heat is similar to being in a car with no windows open making it difficult to breath.

Tuthill stated the other night he was at the office with the bookkeeper and the heat was running, he turned off the thermostats, and zones were running. The thermostats were not set that high; he requested the clerk to contact Charlie Beverage Plumbing and Heating per Councilmember Cairns to have the thermostats checked.

Councilmember Krzyston explained the type of a/c he was looking into which would allow future hook ups. Tuthill stated at this time just get one that will help her office and get it ordered. Krzyston explained the a/c which would require the office door to be closed, the clerk stated at this time we must have the door closed for safety. The board gave approval to have the buildings committee to purchase an a/c and have the a/c installed as it was below the bid minimum. The clerk informed the board that she will be closing her office once temperatures become too hot.

New Business:

Supervisor Tuthill stated we have pieces of plans for reopening, he told the buildings committee they could work on it. The court clerk presented an estimate for a window to be installed at the doorway of the court. She explained to the board that it will help with traffic. Supervisor Tuthill stated the \$675.00 would cover the costs for this. The other estimate was for the doorway by the break room, Tuthill asked if the assessor wanted it, the town clerk stated she could not answer for him. The board discussed it and decided they had time to discuss it with the assessors. Tuthill stated he needed measurements for the plexi glass; the county will help us purchase it we will have to get someone to install it. Councilmember Krzyston stated we put that wall in to get an ATM machine for the court, so this is out of the picture; Tuthill stated it would eliminate the ATM. Councilmember Cairns stated he was upset as a Buildings Committee member that he was not contacted regarding this. Tuthill stated point well taken. Councilmember Krzyston made the motion to approve Jay's Construction to install a window in the wall for the court at a cost of \$675.00 labor and materials. Councilmember Cairns seconded the motion. Motion carried. Councilmember Tweed stated to

make sure the window is ADA compliant, Councilmember Cairns requested that Jay's Construction contact him prior to doing the work.

Supervisor Tuthill stated he had PPE; masks and hand sanitizer. The Town Clerk stated she had emailed the board two quotes regarding the entrance of the town hall and has not heard from anyone. She further stated that they cannot have more than one individual in the hallway at a time per social distancing. Supervisor Tuthill stated Councilmember Cairns was looking into an idea that may be a little more economical system. Councilmember Cairns stated it may be something we could very well do in house, he is looking into the "ring" system; he explained it to the board. The clerk explained to the board that signs do not work, we have attempted to put signs on the door for the court and people don't read. She is uncomfortable as there is no way to open the door as it is impossible to socially distance residents in the hallway. It's unsafe and a disservice to the residents to not allow them in the building the way it is now. Supervisor Tuthill stated that she should put the number on the door and request appointments. Councilmember Tweed stated there are two things that have to be done and we have to work together; temperature regulations and a way for people to access. She questioned if there was any we can expedite this through the building committee; what do we need to approve to get this to move forward. Councilmember Cairns stated he felt the biggest thing for them (a bigger issue) is getting stuff done for the court, then what it will be to take care of the concerns on the town clerk's side. Cairns further stated he hated the idea of approving expenditures of "x" amount of dollars, it leaves a lot of grey area, but given the circumstances the board would have to trust Krzyston and himself. Supervisor Tuthill then said he was not worried about that and they should stay under the \$5,000 where we have to bid and do what we have to do to get the building reopen. After discussion Supervisor Tuthill instructed Councilmember Cairns to contact the clerk to formulate a plan.

Supervisor Tuthill requested a motion be made accepting the annual software support contract for Williamson Law Book for payroll. Councilmember Cairns made the motion with Councilmember Tweed seconding. Motion carried.

Supervisor Tuthill requested a motion be made accepting the annual software support contact for William Law Book for municipal accounting and budget preparation software. Councilmember Cairns made the motion with Councilmember Tweed seconding. Motion carried.

Supervisor Tuthill stated he had received a letter from NYMIR, requesting information on our cyber risk assessment and cellular security. Supervisor Tuthill will get a copy to the board after discussion to see what they are recommending. Councilmember Tweed stated getting a link for training from NYMIR academy.

Supervisor Tuthill stated the town is eligible for two summer youth employees one for highway and the other for the other side of the street here possibly for the pool. Councilmember Tweed stated is there a restriction as to how we use them; Tuthill stated one has to be for highway. Councilmember Cairns stated he talked to Lisa Buel of CDO Workforce and she was going to see if we could get youth 18yrs or older as Cairns told her we were looking specifically for people that could control traffic at job sites. Tuthill stated Fred Barkalow stated they are looking for outdoor work; trail cleaning, yard work that would all be right up their alley. Councilmember Tweed stated if we do open the pool we would need someone to help with the COVID screening or tracker tracing if that is something they would be able to offer. Tuthill stated he wasn't sure they could do that for us or not. Tweed stated she is jumping ahead of the game but has learned that another pool in the area is having an employee take names and contact information at the pool in case there is an exposure; and with the new rules in place we do need to make sure we are cautious. Tuthill stated the latest he has heard from the governor was that pools would open after Phase 4. Supervisor Tuthill stated he is still waiting on an answer for the library (Sue Frisbee had asked him) regarding when they can open.

Supervisor Tuthill gave the floor to Margaret Baldwin of the PAC Committee to discuss the pool. She stated that she is in regular communications with DOH, they are hopeful but they are also at the mercy of the state. They have advised as to paperwork and she stated three-quarters of the paperwork is done and the rest should be completed by the end of the week. They are pretty much set except for getting the credentials of any of the employees that they are able to approve. Baldwin stated she and Tom Leo met with Amy Warner

of the O'Connor Foundation to review a grant; they will discuss it with PAC and will have recommendations. Councilmember Tweed can then present it to the board at the July meeting. For next year Baldwin would like to see the PAC meetings be set up prior to the regular monthly town board meeting. Scott Oles of the PAC Committee spoke regarding the pool cover being removed by Watson, there was a lot of discussion regarding the condition of the pool considering there was a cover on it. At this time the pool needs a lot of work and there are options that need to be addressed on how the best way to do it. Oles then said one option would be to drain the pool, power wash it and then refill it; the obstacles to that would be if we had to pay for the water fill up. The second option would be that there are three individuals that will be presented to the board as far as lifeguards are concerned and we can put them to work and have them clean the pool without draining it and sucking all the dirty water out so that we only have to replenish very little water. Another would be putting it through the filtration system as it exists now to get it into a suspension, shock it thoroughly, brush it and get it to go through the system; although the obstacle there would be we would have to take the canisters out they don't know how many times, as they don't know if it could handle it. The issue then becomes this could be very stressful on the filtration system and circulation pump as pressure will build trying to suck the water through the filter. They will have a discussion with PAC as the most economical way to do it, his feeling is they should pump the pool out clean it and fill it back up. The only concern is if they will receive cooperation filling it back up from the village. Supervisor Tuthill stated in his opinion as bad as the pool is we should hire a professional pool cleaning company; he really does not want to put the lifeguards in to clean it up as he felt it was not a good idea as we could do more damage than good. Being that it is a brand new pool he does not want to see something happen that will damage it, he would rather have someone that is a professional come in with knowledge do it. He believes what hurt the pool was COVID-19 and Watson not getting back to them about taking the cover off earlier and with the cover being on during the hot days; the pool should have been uncovered and shocked in April. Oles stated someone whom he respects that knows about pools stated when the cover was removed that the cover did not work, so in other words the light was going through the cover. The existing damage to the cover should not have caused the issue we are faced with. His thoughts were to get a lifeguard in there and scrub the pool; Tuthill stated to hire someone is a lot of paperwork for himself and the bookkeeper to file with the county. If we knew we would be able to open the pool that's one thing, but to do all the required paperwork and then find out we can't open is a lot so it would be best to just hire an outfit to come in and get it ready to go. We can then run the chlorinators and when we get an answer one way or the other; if we open great if not at least the pool is clean. Ms. Baldwin asked if she should ask Watson if they have any suggestions, Tuthill stated yes as they were the ones that put the cover on. Find out why we had the situation as we can't have this every year. Councilmember Tweed asked what a professional cost would be to clean the pool; Baldwin stated \$2,000-\$3,000. Councilmember Tweed made a motion to hire Watson Pool Company to do the pool cleaning in the \$2,000-\$3,000 range, Councilmember Cairns seconded the motion. Motion carried. Baldwin stated Watson may not be able to do it and questioned if they couldn't should they find another company, Tuthill stated yes. Oles stated to the board that what if another company is more than the \$2,000-\$3,000, Tuthill stated just call him and he will contact the board as we have limits to what we can do before we have to bid. He then said we need to get this cleaned up before it gets worse.

Committee Reports:

Highway/Machinery: (Councilmember's Tweed & Cairns) – Two written reports from Superintendent Evans was given to council members (see attached.) Evans stated they are getting a lot of ditch cleaning done ahead of the road work shimming and oil stoning. He listed the roads. Next week Tuesday or Wednesday he stated they will be oil and stoning half of Scotch Mountain, Bell Hill, Sutherland Road and the intersection of Fleming Road. Councilmember Tweed stated with the new roller she saw we were getting charged for shipping and questioned Evans if this was worked out. Evans stated it was the rental grader which was taken care of on the invoice. Tweed then stated Evans wished for approval for two part time employees to fill in for road side mowing. Our full time employees are very committed to the work they are doing now especially

with the rental equipment. Tuthill questioned they would have to figure where to pay them from in the budget that would come out of the DB account, to where Evans stated yes that would come out of the overtime. Evans stated in the budget under highway general repairs it is approved for six full time and two part time employees and also for the snow removal the same. Councilmember Tweed stated it is accounted for in the budget and she appreciates that it doesn't take away from our current road crew and the duties they have. Councilmember Cairns made a motion to approve both Roger Bolles and Dennis Miller as per diem part time employees at \$21.00 per hour to mow roadsides. Councilmember Tweed seconded the motion, motion carried. It was noted that both will not be working at the same time as they both have other jobs. Highway Superintendent stated that his original option was to have the mechanic do this on his off days, and said at this time he was still questioning the hiring of a mechanic. Councilmember Cairns questioned where we were at with getting rid of the surplus equipment down by Sherwoods; Evans stated there was a stall due to COVID. Evans further stated there is no title for the 85 Oskosh and he isn't too sure what to do with that so that was another thing to hold it up. We could get a title but he's not too sure it's worth it. Tuthill questioned what was happening with the 2011 F250; Evans stated he wished to speak with Councilmember Krzyston regarding it for the possible grant. They discussed the repairs and Krzyston will work on submitting the grant. Tuthill asked if one set of expenditures for CHIPS was submitted; Evans stated yes for the stone, the rest has to be in place before we can submit. The second reimbursement will be in September. Evans and Tuthill discussed the report Evans presented regarding the reimbursements for winter recovery, Pave NY and CHIPS.

Recreation/Health/Youth: (Councilmember's Tweed & Viafore) – Councilmember Tweed stated she had contacted NYMIR regarding the playground risk assessment and they are not going out in the field until the end of June. He was receptive to Tweed taking pictures and will send her a playground code book. The playground is still closed. The closed signs are being stolen. She has found aluminum ones at \$25.00 a piece, Tuthill said if we can get a sign we should get it on.

Economic Development/Shared Services: (Councilmen Cairns & Krzyston) – Councilmember Cairns stated they have had no meetings. Councilmember Viafore stated the village has cancelled all recreation programs; the college is offering youth golf. She wants to come up with an initiative, something fun that isn't organized for people to do. Something like "soak up the sun." She has also contacted Susan Frisbee at the library about a reading program and will be in further contact with her.

Personnel: (Councilmember Cairns & Councilmember Tweed) – Councilmember Tweed asked if there were any updates from people taking the sexual harassment training, the clerk stated no. Tweed was going to get on it.

Building: (Councilmember's Cairns & Krzyston) – Supervisor Tuthill stated this was discussed earlier.

IT: (Councilmember Tweed & Councilmember Viafore) – Councilmember Viafore spoke to Dave Kopecek of Aisle 8; the officials are now organized by last name on the officials page. She did get analytics from the website, the amount of users in March it was 1,019 users, April 644 and May 975; the page views for March were 2,982, April 1,936 and May 2,854. People are looking at our site; the news site is most frequently visited. Councilmember Tweed stated hopefully once the court puts the ability to pay fines it will be utilized. Viafore will work with Evans and put the road work schedule on the site.

CODES: (Councilmember Cairns & Krzyston) – Councilmember Cairns stated for the month of May there were 5 building permits issued, 11 inspections/meetings and is continuing to monitor the situation on Peakes Brook. He traveled 80 miles in May.

CODES Monthly Report:

A motion was made by Councilmember Krzyston to accept the May 2020 Code Report. Councilmember Viafore seconded the motion. Motion carried.

Justice Court Report:

A motion was made by Councilmember Krzyston to accept the May 2020 Justice Court, Councilmember Tweed seconded. Motion carried.

Clerk's Monthly Report:

A motion was made by Councilmember Krzyston to accept the May Clerk Report Councilmember Viafore seconded. Motion carried.

Supervisor's Financial Report:

Supervisor Tuthill presented the board the supervisors report. Councilmember Krzyston questioned what we learned from the issue of the fines and forfeitures justice court line. Tuthill stated the bookkeeper had in error put the money from the court system in the wrong line, everything the court had given her for the year was put there although this money goes to the court, village (other governments); it is fixed now. Councilmember Cairns made a motion to accept the Supervisors Reports with Councilmember Krzyston seconding. Motion carried.

Supervisor's County Report:

Supervisor Tuthill stated they are hoping to meet in person but it remains to be seen yet. Mental Health building is scheduled to break ground next Monday. It will be about a 14 month project. The supervisors are working on getting all the employees back to work which requires a lot of plexi glass, masks and other PPE. Tuthill stated Brian Miller's rep stopped and dropped him off hand sanitizer. He also has masks and more hand sanitizer from Emergency Services. Councilmember Krzyston questioned if when the rally happened did they have to get a permit from the county; Councilmember Tweed stated if they are holding an event they are supposed to get a permit, the actual grandstand is owned by the village and the property is county; permits are required. Tuthill stated he didn't know if a permit was issued.

Abstracts:

Councilmember Viafore questioned the cleaner and his hours as his voucher showed 15 minutes per cleaning two times a week. The original bid was for four hours a week at \$20.00. Councilmember Cairns will contact the cleaner Councilmember Tweed will forward Cairns the CDC regulations for cleaning. The board discussed cleaning and the ability to get cleaning supplies. The clerk stated supplies are hard to get at this time. A motion was then made by Councilmember Cairns to approve Abstract No. 006- 2020 Accounts A-SF Voucher No. 00175- 00203 = \$94,385.43, Account TA Voucher No. 00150 - 00152 = \$9,638.56; total vouchers \$104,023.99. Councilmember Viafore seconded the motion. Motion carried.

Executive Session:

A motion was made Councilmember Tweed at 8:30pm to enter into executive session to discuss the employment history of a particular individual with Councilmember Viafore seconding. Motion carried. A motion was made by Councilmember Cairns at 8:50pm to exit the executive session with Councilmember Tweed seconding. Motion carried.

As it is the desire of the pool committee to disband, a motion was made by Councilmember Cairns to disband the pool committee; motion was seconded by Councilmember Tweed. Motion carried.

Adjourn:

A motion to adjourn was made by Councilmember Cairns at 8:55pm with Councilmember Krzyston seconding. Motion carried.

Respectfully submitted,

Elsa Schmitz

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Town Clerk, Town of Delhi